USING CEDARS NON-STANDARD SUBMISSION: Edit Homeless Status of Students

1.) Go into the CEDARS Non-Standard Submission application in EDS.

My Applications

My Application List

You have access to the applications listed below. Click on the ap

If you need access to more applications, please contact your Dis

Application
Adjusted Cohort Graduation Application (P210)
Alternative Learning Experiences
Annual CTE Student Enrollment Review (P210 Voc) application
ARMS
Ask HYS
Behavior And Weapons
CAA Options
CAA/CIA Database
Capstone
Career and Technical Education
CEDARS
CEDARS Non-Standard Submission

2.) Select the prior school year.

School Year: [▼]

Next ▸

3.) Go to Import Data.

Home | **Import Data** | Edit Files | Submit Files

4.) Select Import Archive.

Home | **Import Data** | Edit Files | Submit Files

> **Import Archive**
> School Year Rollover
> Update Merged SSIDs
> Delta REJECTED Records Report

Import Data

Import Archive

This feature replaces your data in Edit Files with on

School Year Rollover

This feature copies all the existing Edit Files data fo

Update Merged SSIDs

This feature allows old Student SSIDs in "Edit Files'

Delta Rejected Records Report

This feature shows all the records that were unsucc

5.) Select your Last Known Good file from the prior school year in the drop-down box, then hit the Import button. If you already have a successful import, **you do not need to re-import another file.** Data is already in Non-Standard, ready for edits.

Import Data

Import Archive

School Year: 2014-2

This feature replaces your data in Edit Files with one of your past submissions. All data in Edit Files that matches the school year of the selected submission will be deleted.

To import a submission, click the "Import" button next to the submission. Importing a submission will usually take at least several minutes.

---Last Successful Import---

There have been no successful imports yet.

Select an archive to import into Edit Files:

_0000_CEDARS_20150703_20142015_RECEIVED_20150703_08462912.ZIP ▾

---Archive Details---

Submission Id:	
Archive file name:	_0000_CEDARS_20150703_20142015_RECEIVED_20150703_08462912.ZIP
Archive school year:	2014-2015
Submitted to CEDARS:	7/3/2015 12:00:00 AM
Status in CEDARS:	Success
Submission ID:	

[Import]

6.) The file will take a few minutes to import. Wait until it says it has imported successfully.
Note: When you import an archive, CEDARS Non-Standard checks the submission being imported for records with SSIDs that have been deactivated as the result of an SSID merge. If there are any records in the import in that category, the system automatically replaces the deactivated SSID with the active SSID in the Edit Files tab.

Import Data
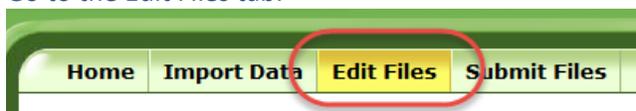
Import Archive

This feature replaces your data in Edit Files with one of your past submissions. All data in I

To import a submission, click the "Import" button next to the submission. Importing a sub

---Last Successful Import---

Submission Id:	100909
Archive file name:	_0000_CEDARS_20120619_20112012.zip
Archive school year:	
Status of import:	ArchiveImportSuccess
Archive import queue date:	9/11/2012 10:05:58 AM
Archive import finish date:	9/11/2012 10:06:22 AM

7.) Go to the Edit Files tab.

Home   Import Data   Edit Files   Submit Files

8.) If you did not import a new archive, go to Update Merged SSIDs. This feature affects records for students who have had an SSID merge done. When used, the deactivated SSID currently in Edit Data is replaced with the active SSID resulting from the SSID merge. In order to use this feature, you must have data in Edit Data. This update only affects the records currently in Edit Data and for the selected school year.
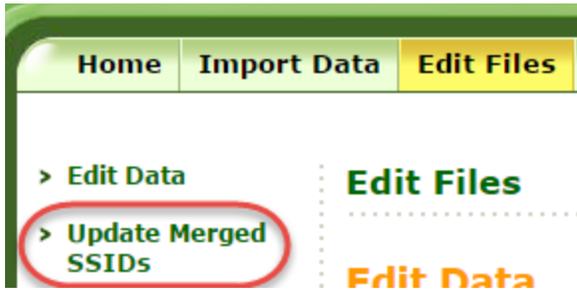
9.) Go to Edit Data on the left side of the screen.

10.) To update Homeless flags you will need to click on the DistrictStudent table.

Selected School Year:

Table Name
Location
DistrictStudent
SchoolStudent
CourseCatalog
StudentSchedule
Staff
StaffSchedule
StudentGradeHistory
StudentPrograms
BilingualPrograms
SpecEdPrograms
StudentEthnicity
StudentRace
StudentAbsence
StudentDiscipline

11.) Find the students who need to be updated and update their records by clicking on the edit icon next to the check box on the left hand side of each record.
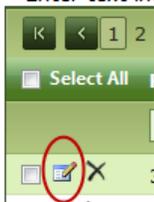
12.) Change the "N" in the dropdown box next to IsHomeless to the appropriate IsHomeless code ("A", "B", "C", or "D"), then click the Update button at the bottom of the screen.

Edit

Selected School Year: [REDACTED]
Selected Student: [REDACTED], Grade [REDACTED]

Edit entry from table DistrictStudent

Column	
ResidentCountyDistrictCode	12345
DistrictStudentId	11111
SSID	1234567890
LastName	Smith
FirstName	John
MiddleName	
BirthDate	1/1/2000
BirthCountry	USA - UNITED STATES
Gender	M - Male ▼
GradeLevel	[None]
DistrictEnrollmentDate	1/1/2005
DistrictExitDate	
PrimaryLanguageCode	639 - English
LanguageSpokenAtHome	639 - English
SSN	
ZipCode	12345
IsHomeless	[None]
IsApprovedPrivateSchoolStudentAttendingPartTime	0 - No

Update   Cancel

13.) Once you are done editing all of the records that need to be updated, go to the Submit Files tab.

Home	Import Data	Edit Files	Submit Files
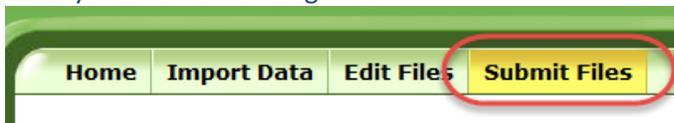
14.) Click Submit.

CEDARS Non-Standard Submission

Submit Files

Selected School Year:

Please ensure that you have entered all of your data into the appropriate tables before submitting your files to CEDARS. If you click submit more than once your previous submission will be overwritten with the latest version of your files.

Click here to submit records to OSPI: Submit

Click here to download excel files: Download

15.) The file will process (load) overnight exactly the same as a regular submission in the CEDARS application. You will be able to review any submission exceptions the next morning in CEDARS.