

CEDARS End-of-Year Reporting Checklist

We recommend taking the following steps before you begin reporting data to CEDARS for the next school year:

Ensure that your submissions are as exception/error-free as possible. You can review your submission exceptions within CEDARS by clicking on the Submissions tab, then selecting *Submission Exceptions* from the menu on the left-hand side of the screen. It is generally most efficient to resolve exceptions from the top of the report down. There is a [CEDARS Submission Exceptions Dictionary](#) available for the most common errors. [Please contact Customer Support](#) if any particular exception is unclear to you. We continually strive to make the error messages clear. If they are not, please let us know.

Ensure that your most recent submission has processed into CEDARS. If your latest submission has tripped the logical delete threshold but you do not override the threshold, your submission will not be processed and your most recent submission will not load to CEDARS. Please see the [Logical Delete FAQ](#) document for more information.

Ensure that there are no students 'stuck' in Student Match or Student Validation. Both of these pages are under the *SSID* tab. *Student Match* is used to match students to SSIDs, while *Student Validation* is used to confirm changes to the demographic data associated with an SSID e.g., name, birth date, gender, or district student ID. Please see our [CEDARS SSID User Guide and Policy](#) for more information.

Run reports to ensure that your CEDARS data matches your Student Information System's data. An error-free submission is still not a good submission if it is missing important data. We recommend running the following reports and carefully checking their accuracy before closing out the current school year in CEDARS:

- **October Enrollment Report.** This report simulates the October Enrollment Report that is used for many different purposes. Review the Business Rules for the report to understand the results it displays.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time
 - As of Date: This date defaults to the date you run the report (today's date). We recommend leaving this date alone and running it as is.
 - Display: Select one of the Summary reports to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from this report:
 - Student's school enrollment may not overlap with the first business day in October of the selected school year
 - Student may have a DistrictStudent or SchoolStudent error in the most recently loaded CEDARS Submission
 - Student's school enrollment may be submitted with Is Primary of "No" instead of "Yes"
 - If the student is in Pre-K, the student must also be enrolled in Special Education to appear on this report
 - Student's SSID needs to be resolved in SSID *Student Match* or *Student Validation*
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current status. If your submission has loaded into CEDARS, it will read "Your CEDARS submission was loaded successfully."

CEDARS End-of-Year Reporting Checklist

- **High Poverty Schools Annual Report.** This report shows all included in the annual High Poverty Schools report. Review the Business Rules for the report to understand the results it displays.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time
 - As of Date: This date defaults to the date you run the report (today's date). We recommend leaving this date alone and running it as is.
 - Display: Select one of the Summary reports to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from the report:
 - Student's free and reduced lunch eligibility enrollment in StudentPrograms may not overlap with the first business day in October of the selected school year
 - Student's school enrollment may not overlap with the first business day in October of the selected school year
 - Prekindergarten students are only included in this report if they are reported as Special Ed.
 - Student may have a DistrictStudent, SchoolStudent, or StudentPrograms error in the most recently loaded CEDARS Submission
 - Student's school enrollment may be submitted with Is Primary of "No" instead of "Yes"
 - Student's SSID needs to be resolved in SSID *Student Match* or *Student Validation*
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current status. If your submission has loaded into CEDARS, it will read "Your CEDARS submission was loaded successfully."
- **State Report Card Preview.** This report shows all the students enrolled on the first business day in May with the same rules as the Report Card May enrollment.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time.
 - As of Date: This date defaults to the date you run the report (today's date). We recommend leaving this date alone and running it as is.
 - Display: Select one of the Summary reports to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from the report:
 - Student's school enrollment may not overlap with the first business day in May of the selected school year
 - Prekindergarten students are only included in this report if they are reported as Special Ed.
 - Student may have a DistrictStudent, SchoolStudent, or StudentPrograms error in the most recently loaded CEDARS Submission
 - Student's school enrollment may be submitted with Is Primary of "No" instead of "Yes"
 - Student's SSID needs to be resolved in SSID *Student Match* or *Student Validation*
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current status. If your submission has loaded into CEDARS, it will read "Your CEDARS submission was loaded successfully."

CEDARS End-of-Year Reporting Checklist

- **Is Homeless Report.** This reports shows students enrolled in your district that have been reported as Homeless and can be used to help validate your data summarized in the Homeless Children and Youth Data Collection Form.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time
 - Unduplicated Count: If “Yes” is selected, only students in their school of primary responsibility (“IsPrimary” = “Yes) will be counted/displayed
 - As of Date: This date defaults to the date you run the report (today’s date). We recommend leaving this date alone and running it as is.
 - Display: Select the Summary report to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from this report:
 - Student may have a DistrictStudent or SchoolStudent error in the most recently loaded CEDARS Submission
 - Student’s school enrollment may be submitted with Is Primary of “No” instead of “Yes”
 - Student’s SSID needs to be resolved in SSID *Student Match* or *Student Validation*
 - Student may not be reported with the appropriate A, B, C, or D value for the Is Homeless indicator.
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current status. If your submission has loaded into CEDARS, it will read “Your CEDARS submission was loaded successfully.”
- **Home School Students.** This report shows all students who are reported as home schooled in CEDARS and this flag is used to exclude students from district accountability.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time.
 - As of Date: This date defaults to the date you run the report (today’s date). We recommend leaving this date alone and running it as is.
 - Unduplicated Count: If “Yes” is selected, only students in their school of primary responsibility (“IsPrimary” = “Yes) will be counted/displayed
 - Display: Select the Summary report to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from the report:
 - Student was not reported with a valid value of 1, 2, or 3 in CEDARS for Home School (element B23)
 - Student may have a DistrictStudent or SchoolStudent error in the most recently loaded CEDARS Submission
 - Student’s school enrollment may be submitted with Is Primary of “No” instead of “Yes”
 - Student’s SSID needs to be resolved in SSID *Student Match* or *Student Validation*
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current

CEDARS End-of-Year Reporting Checklist

status. If your submission has loaded into CEDARS, it will read “Your CEDARS submission was loaded successfully.”

- **Private School Students.** This report shows all students who are reported as private schooled in CEDARS and this flag is used to exclude students from district accountability.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time.
 - As of Date: This date defaults to the date you run the report (today’s date). We recommend leaving this date alone and running it as is.
 - Unduplicated Count: If “Yes” is selected, only students in their school of primary responsibility (“IsPrimary” = “Yes) will be counted/displayed
 - Display: Select the Summary report to display overall numbers for the selected district or school, or Student Details if you wish to see specific students. If you see a shortage of students in a particular school, the Student Details report is the place to look to find which students are missing.
 - Why a student may be missing from the report:
 - Student was not reported with a valid value of 1, 2, or 3 in CEDARS for Private School (element B22)
 - Student may have a DistrictStudent or SchoolStudent error in the most recently loaded CEDARS Submission
 - Student’s school enrollment may be submitted with Is Primary of “No” instead of “Yes”
 - Student’s SSID needs to be resolved in *SSID Student Match* or *Student Validation*
 - If your latest submission failed to fix an issue with a student's record, verify that the submission was fully processed and loaded into CEDARS. Click on the Submissions tab, this will take you to the Dashboard. The Submission Details tab will show the latest submission information including the current status. If your submission has loaded into CEDARS, it will read “Your CEDARS submission was loaded successfully.”
- **P210 Withdrawal Preview.** This report shows students who have been reported as withdrawn from your district. If a student who has been reported as exiting in a negative status (C1, D0, D1, D2, D3, D4, D5, D6, D7, D8, D9, U1, U2, or U3) is determined to be enrolled in another school or district, this report will identify where they are enrolled. This information can be used as a confirmed transfer from your district, allowing you to update their records in your SIS and CEDARS through your regular CEDARS submission process. Here’s how:
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time.
 - Grade Level: All or PK–12
 - Withdrawal Code: Negative Status
 - Display: Details
 - What to look for: If there is a district name in the far right column, “Re Enroll District Name,” then the student has shown up in that district since leaving this school and can be coded as a confirmed transfer
- **Annual CTE Student Enrollment Preview.** This report shows students who have been reported with a valid CIP code and a Term End Date from the current school year in your Student Grade History file. This does not include transfer courses. Multiple records with the same Student, CIP Code, and Location are collapsed into a single record in the report. If Direct Transcription, Tech Prep Completer, Voc Completer, or Industry Cert is “Y” for any of those records, it will appear as “Y” in the report for the single collapsed record.
 - Parameters:
 - School Year: Use the current school year
 - Organization: Select your district, or run it one school at a time.

CEDARS End-of-Year Reporting Checklist

- What to look for: Review the list to ensure that all of the appropriate students are included on the report. Make sure that the Direct Transcription, Tech Prep Completer, Voc Completer, Industry Cert, and CTE Assessment information is accurate and up to date.

If you have any questions about any of these processes, please [contact Customer Support](#).