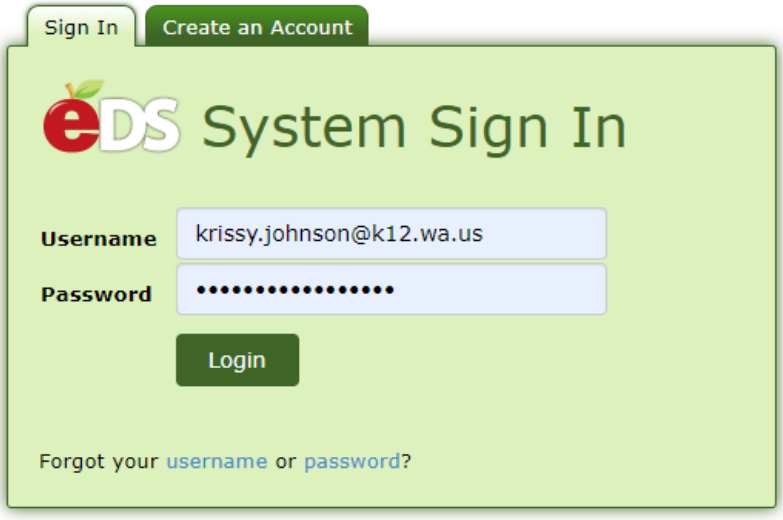
How to use the P210 Withdrawal Report in CEDARS EDS Application

Purpose of this Guide

This document is a step-by-step guide on how to use the **P210 Withdrawal Preview Report** in the **CEDARS application** in the Education Data System (EDS). This report allows districts to pull a report of all the students in a district that have been withdrawn and reported to CEDARS as exited. This report will identify if the student has an enrollment record in another school or district in CEDARS. This report pulls this data for the entire list of students, avoiding the time-consuming process of looking up students individually.

The report can be filtered to select only students with a negative leaver status (D: dropout and U: Unknown) The report can be run at the district or school level, grade level, and by withdrawal codes. OSPI recommends that districts use this a tool to support reengagement efforts.

Step 1. Log into OSPI Education Data System



Step 2. Navigate to CEDARS

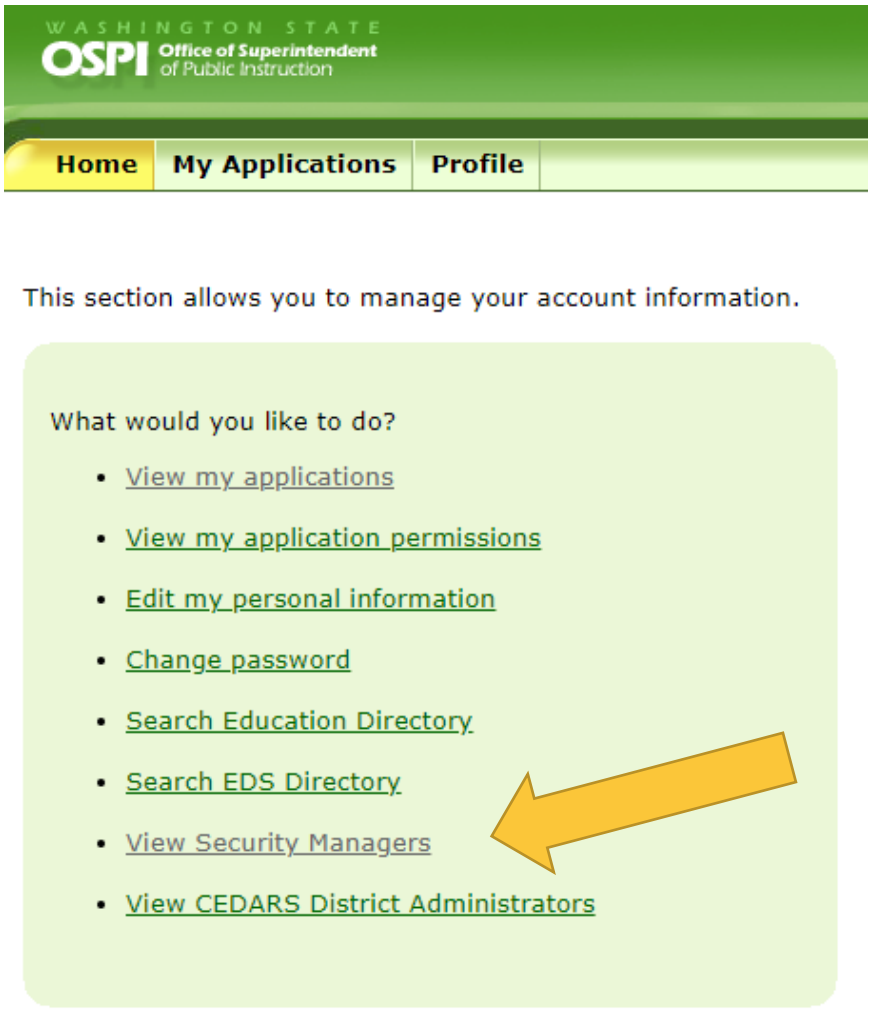
What do I do if I do not have access to CEDARS application?

Contact your district's Security Manager and request the **"CEDARS District User"** role.

Note: It may be helpful to specify to the District Security Manager that the report you are trying to access is found within the CEDARS application, *not* the P210 application, which is a separate application.

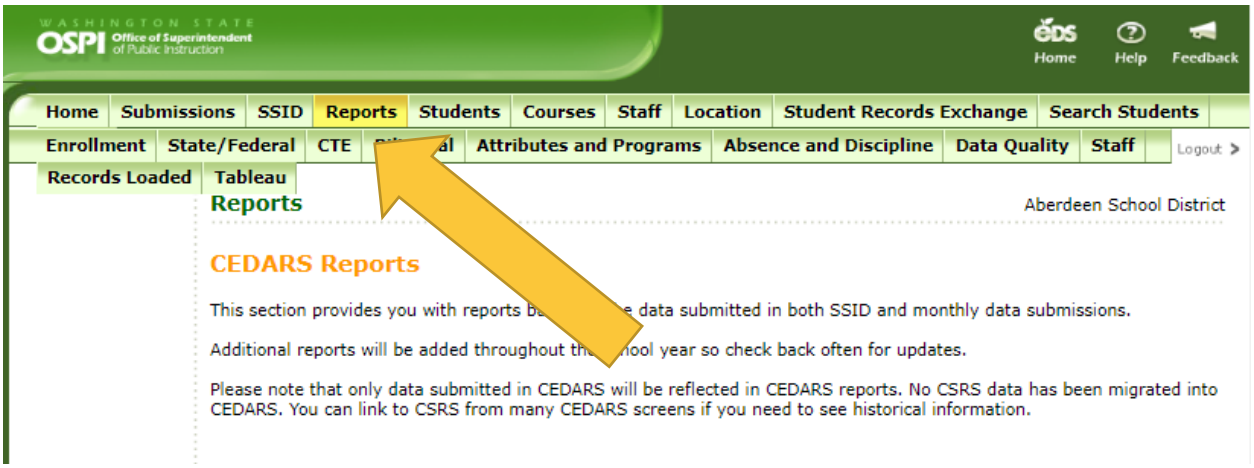
Who is my District's Security Manager?

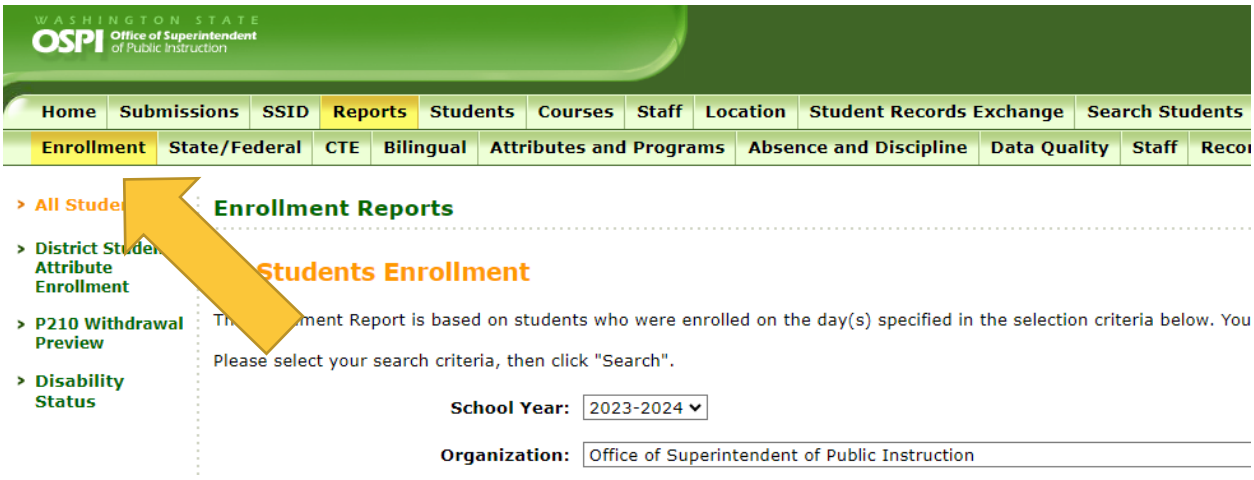
To locate the security manager for you district, see the directory from the main menu in EDS. It may be helpful to share the EDS User Role Matrix, which provides the description of the various roles in EDS.



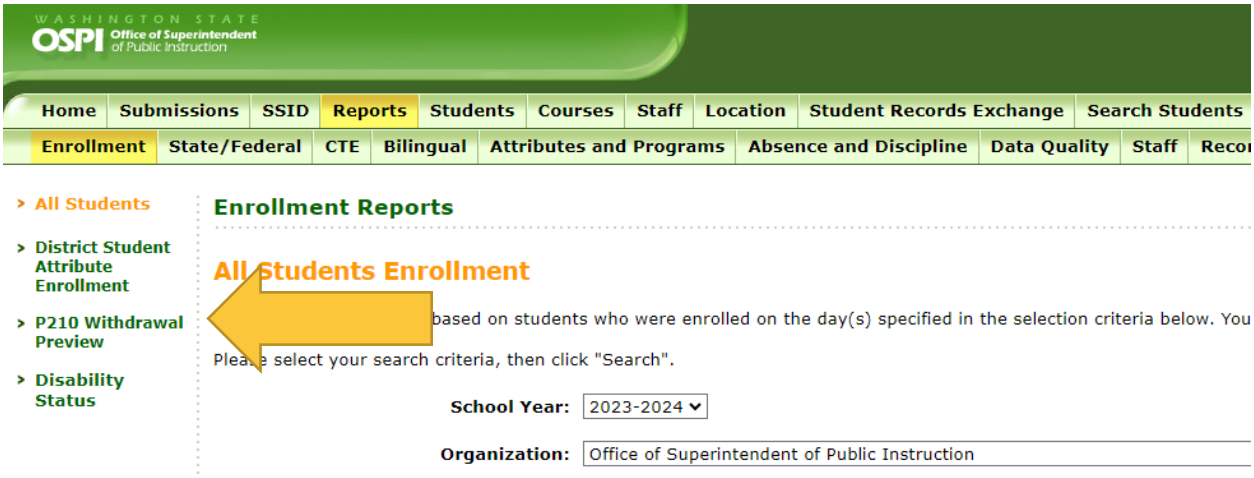
Step 3. Click on the Reports and Enrollment tab in CEDARS

Once you have gained access to CEDARS, click on Reports, then click on Enrollment.



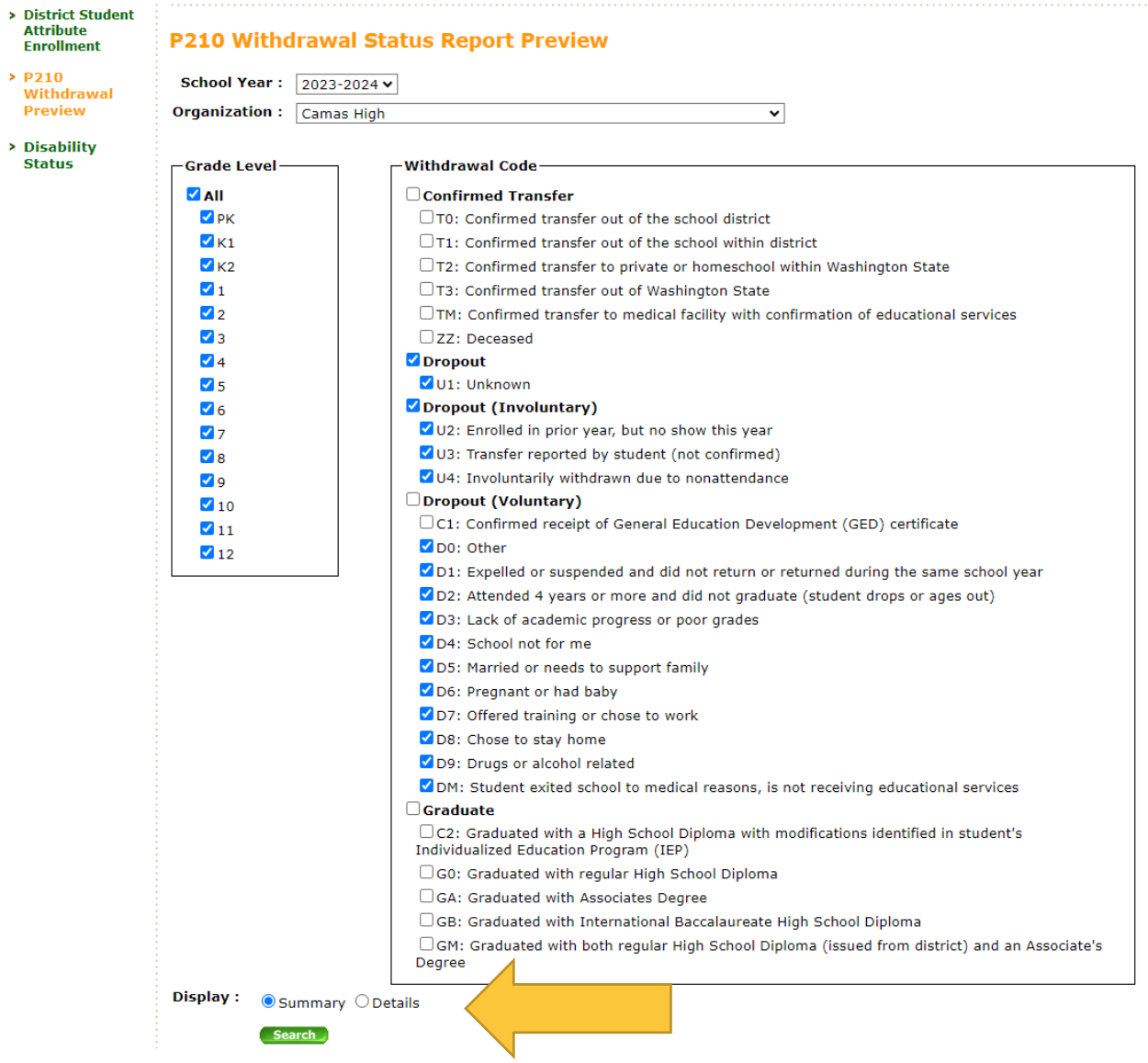


Step 4. On the left side, click P210 Withdrawal Preview



Step 5. Select Filters & Run Reports

Select the school year, grade levels, withdrawal codes and select either the Summary or Details option.



Summary Report

A summary report will show you the number of students withdrawn with the selected withdrawal codes by grade and by withdrawal code.

Total Records : 15

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Grade Level Code	T0	T1	T2	T3	TM	ZZ	U1	U2	U3	U4	C1	D0	D1	D2	D3	D4	D5	D6	D7	D8	D9	DM	C2	G0	GA	GB	GM	Withdrawal Total
PK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
10	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	7
11	0	0	0	0	0	0	7	0	0	1	0	0	1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	14
12	0	0	0	0	0	0	0	0	0	0	0	0	0	9	0	7	0	0	0	0	0	0	0	0	0	0	0	16

Details Report

Total Records : 119

Download Format:

SSID	District Student Code	Location Id	date Enrolled In School	date Exited School	School Organization Id	School Name	Withdrawal Status Type ID	Withdraw Status Code	first Name	middle Name	last Name	birth Date	Grade Level Code	is Primary School	Re Enroll District Name
		115	08/31/2022	10/07/2022				U3					1	Y	
		115	08/31/2022	10/07/2022				U3					2	Y	
		115	09/01/2021	03/30/2023				U3					1	Y	
		115	08/28/2019	11/14/2022				U3					4	Y	
		115	09/01/2021	04/25/2023				U3					4	Y	
		115	02/19/2020	11/21/2022				U3					4	Y	Loon Lake School District
		115	11/17/2021	01/30/2023				U3					4	Y	Muckleshoot Indian Tribe
		535	11/16/2022	03/10/2023				U1					9	Y	
		535	01/20/2023	04/18/2023				U1					10	Y	
		535	11/15/2021	12/02/2022				U1					12	Y	

The Details Report will produce a table with the following information about students:

- SSID
- District Student Code
- Location Id

- Date Enrolled in School
- Date Exited in School
- School Organization Id
- School Name
- Withdrawal Status Type ID
- Withdraw Status Code
- First Name
- Middle Name
- Last Name
- Birth Date
- Grade Level Code
- Is Primary School
- Re Enroll District Name

The Re Enroll District Name column will show if a student has an enrollment record in another Washington school district that has been reported to OSPI CEDARS.

Contact

Please contact Jenna Millett, Attendance & Reengagement Program Specialist at jenna.millett@k12.wa.us with any questions.