

# CEDARS SSID User Guide

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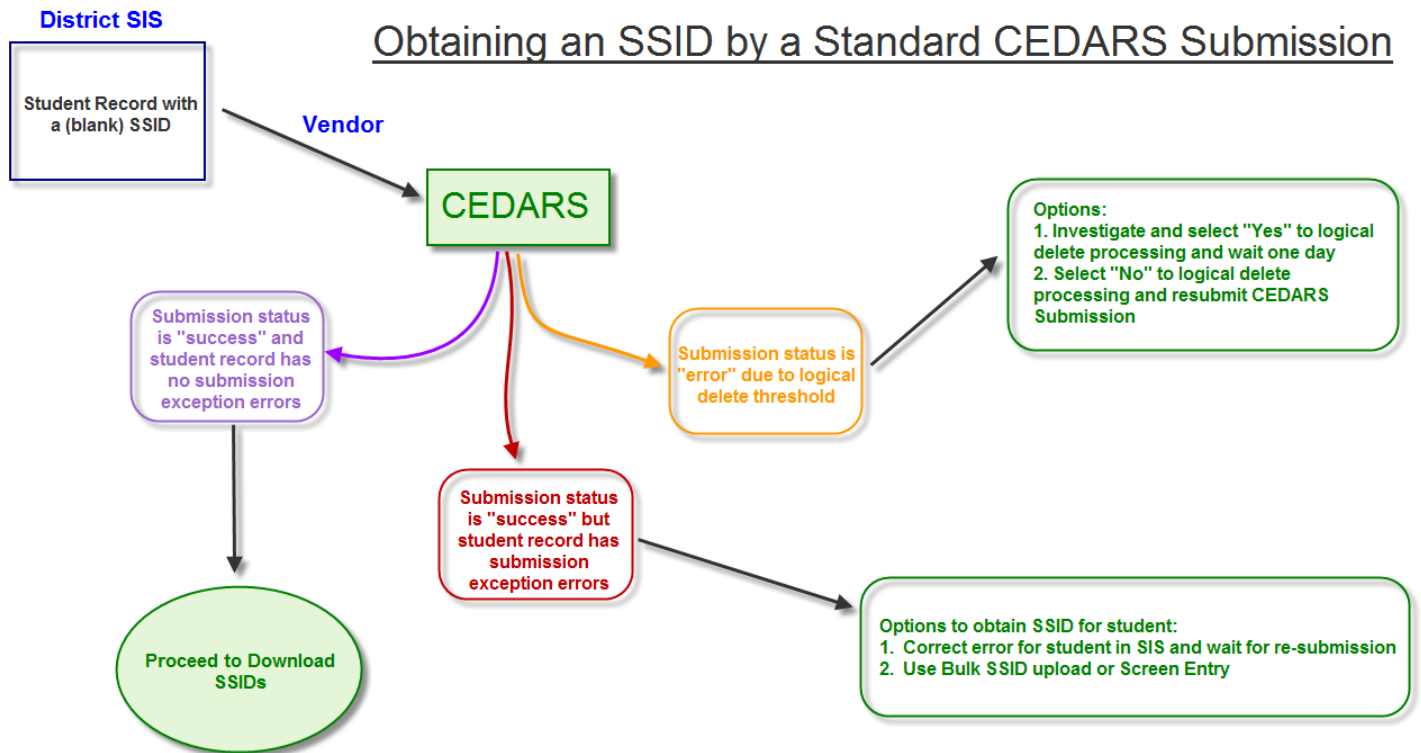
CEDARS must accommodate multiple ways of obtaining State Student Identifiers (SSID) so districts can obtain an SSID for students. OSPI offers districts three ways to accomplish this:

- Sending a standard CEDARS Submission with records without SSIDs
- Sending a bulk SSID submission file to CEDARS
- Manually typing in an individual student’s data via a Screen Entry

## Obtaining an SSID by a Standard CEDARS Submission

Each CEDARS submission can contain student records without SSIDs. The records without SSIDs are sent through the SSID process. Obtaining an SSID by a standard CEDARS submission is the preferred method of SSID processing. The benefits are that this way requires less school district manual work and each student record contains all the required demographic data for the student in exactly the same way as the Student Information System.

It is important to note that SSIDs will only be assigned to a student if that student’s DistrictStudent record has no errors and the submission has fully loaded. See the chart below for a visual guide to this process:



## Obtaining an SSID by Bulk SSID Upload

School Districts that want to acquire all of their missing SSID numbers without using a standard CEDARS submission can do so through the CEDARS SSID Bulk Upload process. Districts will need to create extracts from their SIS for students without SSID numbers and upload the file to CEDARS for processing – outside of a standard CEDARS submission.

The bulk SSID extract should be a tab-separated values text file with the following fields:

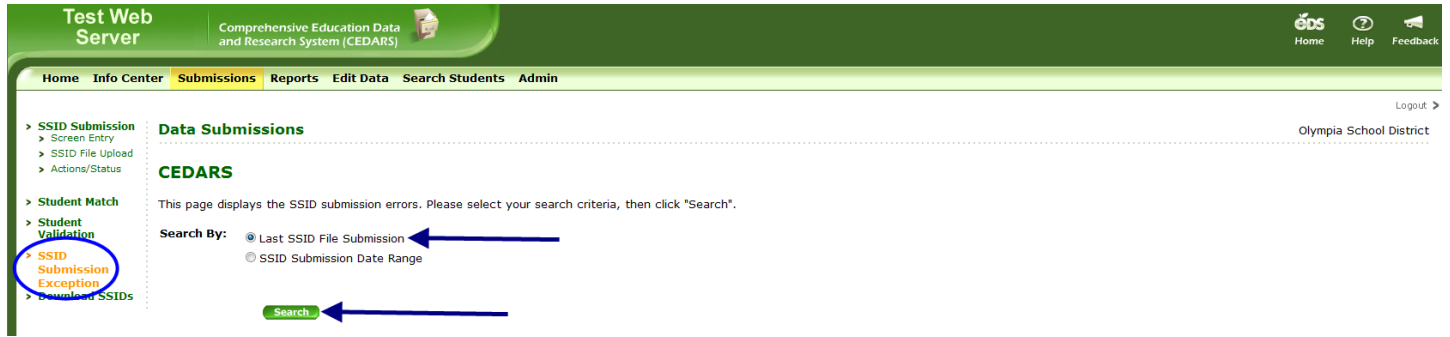
- **ServingDistrict** – The 5-digit code used to identify your district.
- **DistrictStudentId** – The code used to identify the student in your district.
- **LastName**
- **FirstName**
- **MiddleName**
- **BirthDate** – Send in MM/DD/YYYY format.
- **Gender** – “M” or “F”
- **DateEnrolledInDistrict** (optional)
- **ServingSchool** (optional)
- **DateEnrolledInSchool** (optional)

To do a bulk upload, first login to CEDARS and select “Submissions” from the top menu bar. Then, select “SSID File Upload” from the left menu under the title, “SSID Submission.”

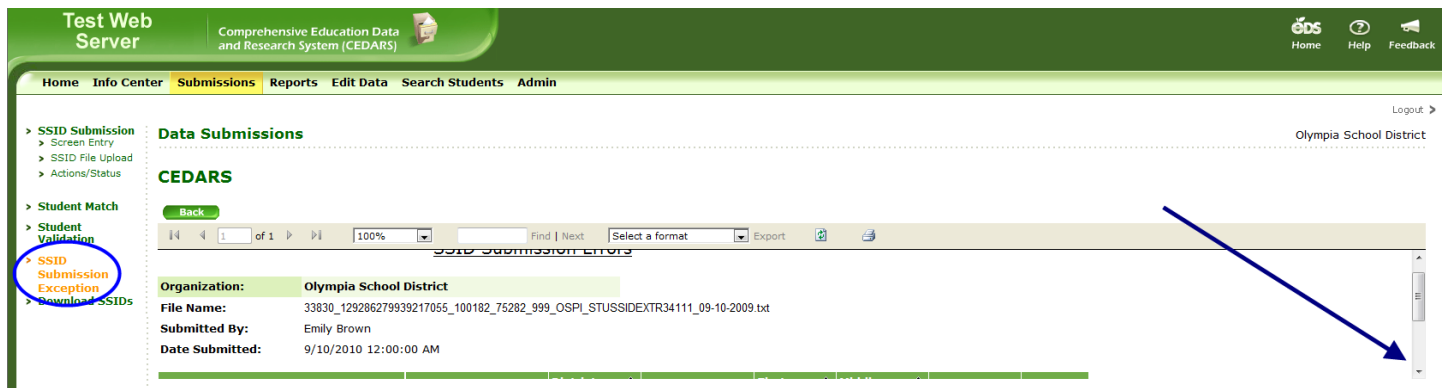
The screenshot shows the CEDARS web interface. At the top, there is a green header with "Test Web Server" on the left and "Comprehensive Education Data and Research System (CEDARS)" in the center. On the right of the header are icons for "Home", "Help", and "Feedback". Below the header is a navigation bar with "Home", "Info Center", "Submissions", "Reports", "Edit Data", "Search Students", and "Admin". The "Submissions" menu item is circled in blue. On the left side, there is a sidebar menu with "SSID Submission" selected, and "SSID File Upload" is also circled in blue. The main content area is titled "Data Submissions" and "CEDARS". It contains "Bulk SSID Upload Instructions" with a numbered list of steps. A red warning message states: "WARNING: If you send a CEDARS submission with blank SSIDs for the same students in your bulk upload, you may be forced to match each student in Student Match before the records will load to CEDARS. To avoid this, follow the above instructions on the same day." Below the warning, there is a text prompt: "Please click the Browse button to select your SSID file, then click 'Save'." This is followed by a "Browse..." button and a "Save" button. At the bottom, a note says: "NOTE: Please make sure that the file is in the required format (tab separated) and the required data elements for every student are completed."

From this screen, select “Browse” and find your saved bulk SSID file extract from your SIS and push “Save.”

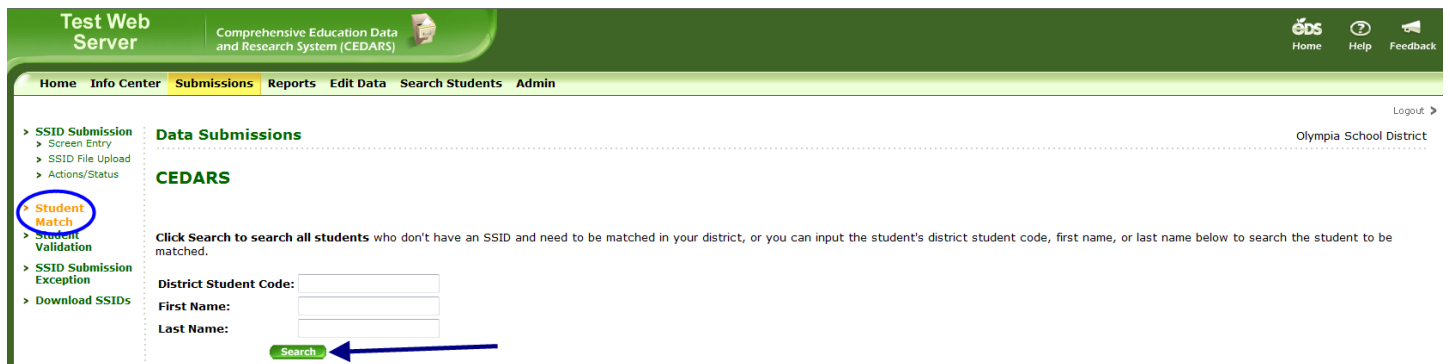
If your file is uploaded, it will disappear from the box next to "Browse." Next, check that your SSID Bulk submission was processed properly by selecting, "SSID Submission Exception" from the left menu:



Scroll down on this report to check to make sure there are no submission errors listed:

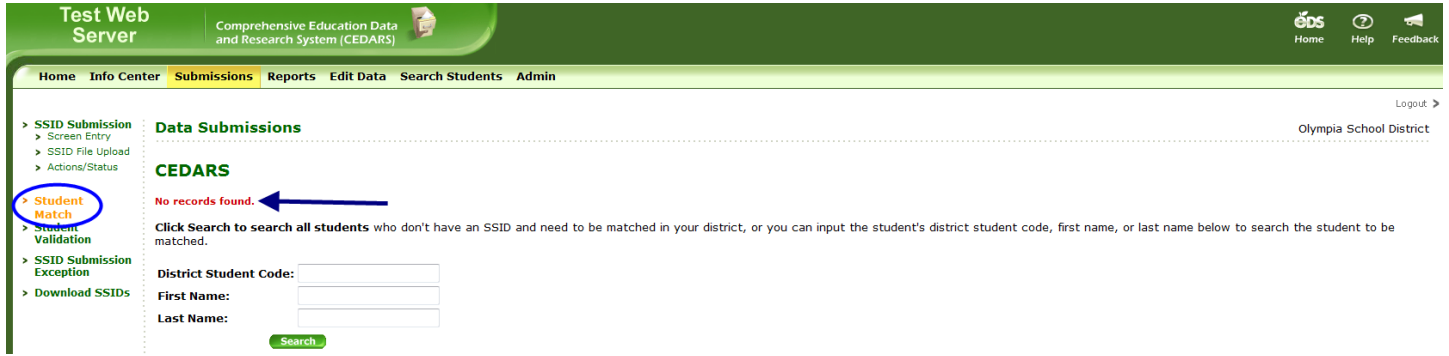


Next, check the "Student Match" list from the left hand menu. To see all possible matches, leave the search parameters blank and push the "Search" button.



This search will return all possible matches to existing SSIDs.

If there are no possible matches for the students you have submitted via the bulk SSID upload (all new students), then you will see the message, “No records found.”



If you have matches to make, you will see those students listed:



On the match page, select the corresponding student and SSID record. If the student is new to Washington, select “New Student to the Washington education system” and CEDARS will assign a brand-new SSID. If the student is not new to Washington but the Possible Matches are not your student, please select “Remove from match – all related records will also be removed from loading,” and check that the name, date of birth and gender are accurate in your system for the student. Contacting the previous school district where the student attended would be beneficial to identifying the student’s appropriate SSID.

Once you’ve completed the matches on the page, don’t forget to push the save button at the bottom:



## Obtaining an SSID by Screen Entry

School Districts that want to acquire just a single SSID number can do so through the CEDARS SSID Screen Entry process. Districts will need to have the District Assigned Student ID, First Name, Last Name, Middle Name, Birth Date and Gender available to enter on screen for the individual student.

To begin, select “Submissions” from the CEDARS menu tabs at the top, then “Screen Entry” from the left menu:

The screenshot shows the CEDARS web application interface. At the top, there is a green header with the OSPI logo (Washington State Office of Superintendent of Public Instruction) and the text 'Comprehensive Education Data and Research System (CEDARS)'. Below the header is a navigation bar with tabs: Home, Info Center, Submissions (circled in blue), Reports, Edit Data, Search Students, and Admin. On the left side, there is a vertical menu with several options: > SSID Submission (with a sub-option > Screen Entry circled in blue), > SSID File Upload, > Actions/Status, > Student Match, > Student Validation, > SSID Submission Exception, and > Download SSIDs. The main content area is titled 'Data Submissions' and 'CEDARS'. Below this, there is a instruction: 'Please complete all fields, then click "Save".' A form is displayed with the following fields: 'Serving School District:' with a dropdown menu labeled 'School District'; 'District Assigned Student ID:' with a text input field; 'First Name:' with a text input field; 'Middle Name:' with a text input field; 'Last Name:' with a text input field; 'Birth Date: (MM/DD/YYYY)' with a text input field; and 'Gender:' with radio buttons for 'Male' and 'Female'. At the bottom of the form is a 'Save' button with a floppy disk icon.

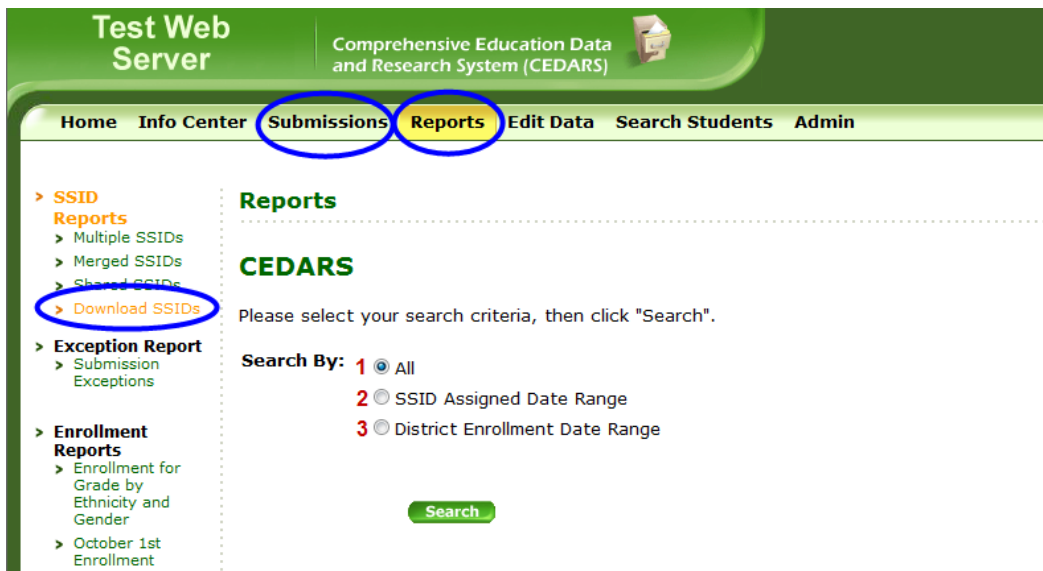
Enter the data for the student on screen and select, “Save.”

The next screen will provide you with the student’s SSID number. You will need to place that number into your Student Information System manually or download it as described below.

## Downloading SSIDs

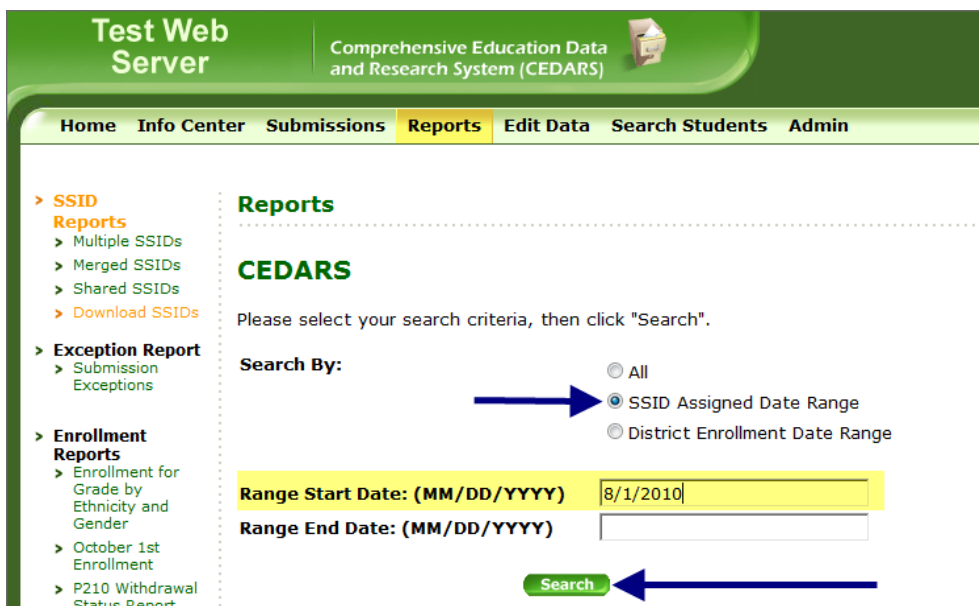
Next, you simply need to download your SSIDs. You can get to the Download SSID menu by either selecting the “Download SSIDs” link from the left menu under the Submissions tab, or from the Reports tab, select “Download SSIDs” from the left menu. This brings up three options for downloading SSIDs:

1. All
2. SSID Assigned Date Range
3. District Enrollment Date Range



Selecting “All” will provide you with a list of all the SSIDs assigned in your district from CEDARS. Selecting options number 2 or 3 brings up additional date fields.

The easiest way to ensure you are downloading all of the SSIDs you need is to select option #2, “SSID Assigned Date Range.” The date you designate as the “Range Start Date” will be the date the student record was first assigned an SSID in CEDARS (whether through an SSID Bulk Upload OR a CEDARS Submission).



Sometimes it is hard to tell if a student record came to CEDARS through a submission or some other method. At the beginning of the school year it is advisable to use a “Range Start Date” of 8/1 or 7/1 for your first SSID Download of the school year (or use the date of the first CEDARS submission made for the given school year). By leaving the “Range End Date” blank, CEDARS will return all SSIDs assigned to students in your school district between the Range Start Date and the current date.

Once you are regularly downloading SSIDs using the SSID Assigned Date Range, you will only need to go back to the Range Start Date of your last download. For example, if SSIDs are downloaded for the first time in the 2011 school year on 9/10/2010 with a Range Start Date of 7/1/2010, then in October, use the Range Start Date of 9/10/2010 and leave the End Date blank. This will return all SSIDs assigned in the school district since the last download.

WASHINGTON STATE  
**OSPI** Office of Superintendent of Public Instruction  
 Comprehensive Education Data and Research System (CEDARS)

Home Info Center Submissions **Reports** Edit Data Search Students Admin

- > **SSID Reports**
  - > Multiple SSIDs
  - > Merged SSIDs
  - > Shared SSIDs
  - > **Download SSIDs**
- > **Exception Report**
  - > Submission Exceptions
- > **Enrollment Reports**
  - > Enrollment for Grade by Ethnicity and Gender
  - > October 1st Enrollment
  - > P210 Withdrawal Status Report Preview
  - > P210 Vocational Report Preview

**Reports**

**CEDARS**

[Back](#)

Please click the Download button if you want to export the report to a tab delimited file.

[Download](#)

1 of 12 100% Find | Next Select a format Export

**Download SSIDs**

**Organization:** School District

**Found 530 Records.**

SSID	Serving District	District Student ID	Last Name	First Name	Middle Name	Birth Date	Gender
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Most Student Information Systems are set-up to import SSIDs from a tab delimited file. To access this version of the SSID report, click the green “Download” button above the report.

The third option is to use the District Enrollment Date Range. In this option, CEDARS will return all student records and SSIDs for students who were successfully reported to CEDARS with enrollment dates that fall within your range. This option may not be as useful as other options for searching students, as it will only return information on students who have specific enrollment dates.