

## **CEDARS End-of-Year Reporting Checklist**

We recommend taking the following steps before you begin reporting data to CEDARS for the 2011-2012 school year:

**Ensure that your submissions are as error-free as possible.** You can review your submission exceptions within CEDARS by clicking on the “Reports” 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. In particular, DistrictStudent and SchoolStudent errors must be resolved for each student to appear correctly on the annual P210 and P210 Voc Reports. 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 passed the logical delete threshold.** If your latest submission has tripped the logical delete threshold but you fail to override the threshold, your submission will not be processed and your most recent submission will not load to CEDARS. Please see the [Logical Delete Frequently Asked Questions](#) document for more information.

**Ensure that there are no students ‘stuck’ in Student Match or Student Validation.** Both of these pages are within the “Submissions” 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](#) 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 2010–11 in CEDARS:

- **October 1<sup>st</sup> Enrollment.** This report simulates the October 1 Enrollment Report that is used for many different purposes.
  - Parameters:
    - School Year: 2010–2011
    - Organization: Select your district, or run it one school at a time.
    - As of Date: We recommend always using the day you’re running the report (e.g., if today is 6/15/2011, use 6/15/2011).
  - Why a student may be missing from this report:
    - Student’s school enrollment may not overlap with October 1
    - Student may have a DistrictStudent or SchoolStudent error
    - Student’s school enrollment was sent with “Is Primary” of “No” instead of “Yes”
    - If the student is a preschooler, 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 an issue with the student’s record should have been fixed by your latest submission, ensure that your latest submission has been processed (the “Status” shown within Submission Information on the Submission Exceptions page should state CedarsLoadSuccess)
- **Free / Reduced Meal Status Reports.** This report shows all students eligible for free or reduced meals on a specific day.
  - Parameters:
    - Organization: Select your district, or run it one school at a time.
    - Start Date and End Date: Pick the same date for both of these. Key dates are 10/1/2010 and 5/1/2011.
    - As of Date: We recommend always using the day you’re running the report e.g., if today is 6/15/2011, use 6/15/2011.
    - Unduplicated Count: Yes. (All official FRL reports pulled from CEDARS use unduplicated counts)
    - Display: Select Summary 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 selected Start/End date
    - Student’s school enrollment may not overlap with selected Start/End date
    - Student may have a DistrictStudent, SchoolStudent, or StudentPrograms error
    - Student’s school enrollment was sent with “Is Primary” of “No” instead of “Yes”
    - Student’s SSID needs to be resolved in SSID “Student Match” or “Student Validation”
    - If an issue with the student’s record should have been fixed by your latest submission, ensure that your latest submission has been processed (the “Status” should be CedarsLoadSuccess)
- **P210 Withdrawal Status Report 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 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 without having to fix those records this fall in the P210. Here’s how:
  - Parameters:
    - School Year: 2010-2011
    - Organization: Select your district, or run it one school at a time.
    - Withdrawal Code: Negative Status
    - Display: Details
  - What to look for: On the far right, there is a column “Re-enrolled School Receiving District”. If there is a district in this column, then the student has shown up in that district since leaving this school and can be coded as a confirmed transfer.

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