

CEDARS School Year Transition Requirements Documentation

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CEDARS School Year Transition

CEDARS must accommodate multiple school year submissions so districts can update CEDARS data after the reporting school year has ended. OSPI is offering districts three ways to accomplish this: sending a standard CEDARS Submission, sending a special subset of files from a CEDARS Submission (called “Delta CEDARS Submission”), and by manually editing a previous CEDARS Submission via a user-friendly interface.

Delta CEDARS Submission Requirements

Goals

The special CEDARS submission should reflect changes to student status and final course and grade information for all applicable students. The special CEDARS Submission will allow changes to a subset of CEDARS submission files aligned with the updated data we expect to receive. The special CEDARS submission will also allow changes to a subset of records so only the records that need to be updated need to be included. Because OSPI will compare the special submission to the records already in the CEDARS database and make changes to select records, OSPI is calling this submission the ‘Delta CEDARS Submission’.

This Delta CEDARS Submission should contain any student record that needed to have any final changes reported to CEDARS after the school district had transitioned their SIS into the next school year. A Delta Submission allows the submission of only changed student records. A school district may choose to submit only changed records instead of the full history for the school year. This should reduce the number of records in this submission.

The user interface will remain the same for a Delta CEDARS Submission as for a standard CEDARS submission. This means that the submission exception report will be used to provide feedback on the errors and loading of the Delta CEDARS Submission.

A Delta CEDARS Submission for one school year should not affect a normal submission for another school year. CEDARS will only process one CEDARS Submission per day, per district. Meaning, if a school district sends a Delta CEDARS Submission and a 2011 Standard CEDARS Submission on the same day, CEDARS will only process the most recent single file which is identified by the most recent timestamp.

Submission Technical Requirements

Allow a partial submission of CEDARS files to load to CEDARS. These files are partial only in the data they contain. If a district is not sending any record updates for a given file, they will still have to submit a blank file containing only the headers for the given file.

Within the files, the records must maintain certain elements exactly as reported in the last successful standard CEDARS submission (Last Known Good submission or LKG submission) in order for CEDARS to identify the records to update. Those elements are:

Location	DistrictStudent	SchoolStudent	CourseCatalog
A01 School Year	B01 School Year	C01 School Year	D01 School Year
A02 County District Code	B02 Serving County District Code	C02 Serving County District Code	D02 Serving County District Code
A05 School Code	B03 Resident District Code	School Code	School Code
A04 Location ID	B05 SSID	C05 Location ID	D03 Location ID
	B14 District Enrollment Date	C04 SSID	D04 Course ID
		C06 School Enrollment Date	
StudentGradeHistory	StudentProgram	StudentBilingual	StudentSpecialEd
H02 Serving County District Code	I01 School Year	J01 School Year	K01 School Year
H04 SSID*	I02 Serving County District Code	J02 Serving County District Code	K02 Serving County District Code
	School Code	School Code	School Code
	I05 Location ID	J05 Location ID	K05 Location ID
	I04 SSID	J04 SSID	K04 SSID
	I06 Program Code	J07 Start Date	K07 Start Date
StudentSchedule	Staff	StaffSchedule	StudentMealStatus**
E01 School Year	F01 School Year	G01 School Year	I01 School Year
E02 Serving County District Code	F02 Serving County District Code	G02 Serving County District Code	I02 Serving County District Code
School Code	F03 Staff ID	School Code	School Code
E05 Location ID	F04 Staff Type ID	G03 Location ID	I05 Location ID
E04 SSID		G04 Staff ID	I04 SSID
E06 Course ID		G05 Course ID	I06 Program Code
E07 Section ID		G06 Section ID	I07 Start Date
StudentEthnicity	StudentRace		**StudentMealStatus (From Student Programs file, students with program code = 19)
L01 School Year	M01 School Year		
L02 Serving County District Code	M02 Serving County District Code		
L04 SSID	M04 SSID		

***Student Grade History** - The delta process allows for submitting Student Grade History entries for only those students with adds, changes, or deletions of Student Grade History entries. However, if you submit any Student Grade History entries for a student, you must submit ALL Student Grade History entries for that student. Each record will be evaluated by Serving District Code and SSID

The purpose of the delta submission is to allow updates of data records pertinent to the end of the current school year. While there may be additional data records and types of change being submitted during the delta submission, the primary purpose of the delta submission is to allow correction to the following data attributes that typically change at the end of the school year.

District Student File Delta submissions:

1. Update B15 – District Exit Date
2. Update B28 – Student GPA
3. Updated B29 – Credits Attempted
4. Updated B30 – Credits Earned

School Student File Delta submissions:

1. Add C08 – School Exit Date (transfers and graduates)
2. Add C09 – School Withdrawal Code (transfers and graduates)
3. Updated C12 – Cumulative Days Present
4. Updated C13 – Number of Unexcused Absences

Student Grade History File Delta submissions:

1. Add new records based upon completion of end of year courses
2. Updated Vocational Course information H20 – Vocational Completer, H21 – Has Industry Certificate, H22 – Direct Transcription Available, H23 – Tech Prep Completer, or H24 – CTE Assessment

Student Programs File Delta submissions:

1. Updated I08 Exit Date
2. Updated I09 Exit Reason Code

Student Bilingual File Delta submissions:

1. Updated J08 – Exit Date
2. Updated J09 – Exit Reason Code
3. Updated J15 – Months of US Attendance

Student Special Education File Delta submissions:

1. Updated K08 – Exit Date
2. Updated K09 – Exit Reason Code

The naming convention for the zip file is as follows:

[County-District Code]_ [School Code]_CEDARSDelta_[YYYYMMDD]_[FULLSCHOOLYR].ZIP

[County-District Code] Five Digit county-district code. Include leading zeros where necessary.

[School Code] For district level submissions, this space should always be "0000". This section of the file name is reserved for those special circumstances where an individual school may have to submit data separately from the district file. In those rare instances, the four digit OSPI school code would be reflected here.

[YYYYMMDD] Date of the Extract. All files must have the same date of extract.

[FULLSCHOOLYR] School Year data represents. All files must have the same school year reported.

Example Delta Submission filename: 12345_0000_CEDARSDelta_20100906_20102011.zip

With the exception of the zip file naming convention, the Delta Submission should conform to the CEDARS Submission formats as defined in the latest CEDARS naming convention email from Customer Support.

The process of validating the Delta Submission records will occur outside of normal CEDARS processing, but will have to maintain the same relationships between CEDARS elements. The Delta Submission will be blended with the last successful CEDARS normal submission for the same school district in the selected school year. Any files and records that were not included in the Delta Submission will be included in the new submission that is created from the blending of the Delta Submission and the last known good (LKG) CEDARS submission.

An unsuccessful Delta Submission will not process and no blending or creation of a new submission will occur. An error message will be generated and will alert the user that Delta Submission was not processed. This will allow school districts the opportunity to validate the records they need to correct before attempting any additional Delta Submissions.

Successful Use Cases

A district uses a student information system (SIS) to create submissions to CEDARS throughout the school year. However, once the district has rolled over to the next school year, they cannot export all CEDARS files on their previous year's students, such as StudentSchedule or StaffSchedule. The user extracts only the specified CEDARS files with the updated enrollment information on exiting students and then submits that information to CEDARS for the 2010 school year using a Delta Submission.

Potential Issues

The Delta Submission only allows the submission of updated data for students who have been previously submitted to CEDARS successfully. Districts will not be able to add additional students or change every value about a record in each table.

If student records need to be added for the previous school year, districts can resubmit an entire file set for the previous school year with those records added. This means that all records previous records submitted would need to be included in this file set as CEDARS would logically delete the previous year data and replace it with this new submission.

Delta records must be able to be identified by CEDARS as belonging to the same previous record for that table.

This includes records that were previously sent without an SSID. Even if an SSID has been assigned, if the record in the Last Known Good (LKG) CEDARS Submission for that school year did not have an SSID for the record, the Delta Submission will also have to be submitted for that student without an SSID.

Each record must match the unique key elements for the specific file. This limits the data that can be changed in each table. Only non-unique key elements will be eligible for change.

CEDARS Manual Submission Requirements

Goal

The primary goal for the CEDARS Manual Submission is to create a solution for users to efficiently change final enrollment and program status of students from the previous school year without sending submission files. As a secondary goal, the CEDARS Manual Submission can improve the effectiveness and usability of the CEDARS Direct Entry application and provide all school districts with the ability to bulk edit their CEDARS data.

- User must be able to edit a CEDARS submission in a user interface.
- User must be able to load a CEDARS submission into this user interface for a particular school year.
- User interface must have support for multiple school years at once.
 - A user's work on a submission for one school year should not affect a submission for another school year.
- User interface must allow user to bulk edit fields on large numbers of records, without overwriting the unselected fields in those records.
- User interface must allow user to run simple searches on records, and then select specific records returned by the search for bulk edits.
 - If possible, some basic search operators (greater than, less than, contains, does not contain) may be useful.

Successful Use Cases

1. A district uses a student information system (SIS) to create submissions to CEDARS throughout the school year. However, once the district has rolled over to the next school year, they cannot export complete data on their previous year's students. The user loads their latest submission into the CEDARS Direct Entry interface, updates enrollment information on exiting students, then submits that information to CEDARS for the 2010 school year.
2. A district uses CEDARS Direct Entry to create submissions to CEDARS throughout the 2010 school year. In September, the district begins submitting for the 2011 school year. However, in October, the district learns that several students with withdrawal codes of "U1" (Unknown) last year had actually left to other districts. The user selects the 2010 school year, opens the SchoolStudent page, searches for students with a School Withdrawal Code of "U1", and replaces several of those records' values with "T0" (Confirmed transfer out of district). The user submits that information to CEDARS for the 2010 school year and then returns to the 2011 school year to update information on currently enrolled students.

Potential Issues

- CEDARS Direct Entry has basic input validation and drop-down lists for many fields. Incorrectly inputted data from those fields may not fit into the drop-down lists or text boxes. There must be some mechanism to notify the user of:
 - Which records have values that do not fit into the UI
 - What the original value was in the submission file
 - Why the original value does not fit into the field in question in the UI
- The “Direct Entry” name is confusing to some users. “Direct” implies that data is directly entered into CEDARS. However, this application creates a submission from the data entered, then submits that submission to CEDARS for processing and additional validation. Some other terms have been proposed, including CEDARS Manual Submission and CEDARS Submission Editor.