

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

July 10, 2020

( ) Action Required  
(X) Informational

## BULLETIN NO. 049-20 CENTER FOR THE IMPROVEMENT OF STUDENT LEARNING

**TO:** School District Superintendents  
Charter School Directors  
Tribal Compact Directors  
School District Business Managers  
CEDARS District Administrators  
District Data Security Managers

**FROM:** Chris Reykdal, Superintendent of Public Instruction

**RE:** Data Collection for School Year 2019–20

**CONTACT:** Emily Rang, Director of Data Governance  
(360) 725-6005, [emily.rang@k12.wa.us](mailto:emily.rang@k12.wa.us)

### BACKGROUND

To slow the spread of the novel coronavirus (COVID-19) in Washington state, on April 6, 2020, Governor Jay Inslee ordered all school buildings to close throughout the remainder of the 2019–20 school year.

Although schools were closed from providing traditional in-person instruction, school districts continued to provide critical services to families and education to students. Regular data collection activities have been adjusted in response to these changing demands.

### DATA COLLECTION PLAN

The Office of Superintendent of Public Instruction (OSPI) evaluated all data collections from local education agencies (LEAs) and determined which collections may be ended early, removed as a requirement, use an extended deadline for reporting, or must be completed as regularly scheduled. This information was compiled into a new document called *The Annual Data Collection Plan 2019–2020* and was first posted to the K–12 website under the Data and

Reports, [Reporting page](#) on April 15. The *Annual Data Collection Plan 2019–2020* will be updated as necessary in a manner that allows LEAs to easily identify the changes. Specific programs may issue additional program-specific data collection or reporting guidance that will also be posted on the K–12 website under the *Data and Reports, Reporting page*.

## LAP

The Learning Assistance Program (LAP) End-of-Year application, within the Education Data System (EDS), will NOT be used for the 2019–20 school year. LEAs (school districts) are not required to review data or input data into the LAP End-of-Year application for the 2019–20 school year. OSPI will gather LAP data from the Comprehensive Education Data and Research System (CEDARS) to address state reporting requirements.

## K–4 LITERACY

The K–4 Literacy application, within EDS, will NOT be used for the 2019–20 school year. LEAs are not required to review data or input data into the K–4 Literacy application for the 2019–20 school year.

## CEDARS

The collection of CEDARS data has been modified to reduce burden to LEA staff and to align with OSPI's changed reporting needs. School districts are still responsible for submitting CEDARS data to OSPI with the modifications noted below.

### Additional Data Values

The CEDARS Data Manual 2019–20 and the CEDARS Reporting Guidance Document were updated outside of normal publication schedules to accommodate changes due to COVID-19. Element E12 – Letter Grade, Element H10 – Letter Grade, and Element T15 – Letter Grade have additional valid values that align with published [Student Learning & Grading Guidance](#) for the spring of 2020.

### Modified Reporting Requirements

The purpose of providing this guidance is to reduce the reporting burden on LEAs. Therefore, it is not required that a LEA stop reporting the files/data elements specified below if this is more work. However, please note that the data files/elements identified in this table will not be used for reporting by OSPI from the enrollment period starting March 17 until the last day of your 2020 school year.

File	Data Elements	CEDARS Submission Requirement	Public Reporting
Student Absences (N) <i>See online <a href="#">Student Programs Guidance</a></i>	All in File N	Report absences through March 16, 2020. From March 17 to the end of the school year this file is not required. See specific reporting guidance for additional details.	Absences data that covers the period from March 17, 2020 to the end of the school year will not be included in any publicly reported data.
Student Growth (Q)	Q9-Q17	Report data for students transitioned or those who exited enrollment through March 16. March 17 to the end of the school year this information is not required for LAP or WA Reading Corp students.	Student growth data that covers the period from March 17, 2020 to the end of the school year will not be included in any publicly reported data.
Student (C)	C12 (Cumulative Days Present)	If auto-populated field within a district SIS, keep reporting as it currently functions. If the district calculates data for this element, use the value submitted as of March 17 and submit that value for the remainder of the school year.	Days present that covers the period from March 17, 2020 to the end of the school year will not be included in any publicly reported data.
Discipline (R) <i>See online <a href="#">Student Programs Guidance</a></i>	All in File R	Submit discipline data to CEDARS File R for any exclusionary discipline actions during the reporting school year. See specific reporting guidance for additional details.	All submitted discipline data, regardless of dates, will be used for state, federal and public reporting.
Restraint and Isolation (S)	All in File S	Submit restraint and isolation data to CEDARS file S for any events during the reporting school year.	Restraint and Isolation data that covers the period from March 17, 2020 to the end of the school year will not be included in any publicly reported data.
Highly Capable <i>See online <a href="#">Student Programs Guidance</a></i>	I06-I09	Submit highly capable program participation data as specified in the Reporting Guidance. See specific reporting guidance for additional details.	All submitted highly capable data, regardless of dates, will be used for state, federal and public reporting.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Emily Rang, Director of Data Governance, at 360-725-6005 or email [emily.rang@k12.wa.us](mailto:emily.rang@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Jamila B. Thomas  
Chief of Staff

Maria Flores  
Executive Director  
Center for the Improvement of Student Learning (CISL)

Emily Rang  
Director  
Data Governance

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*