



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

*Student Data  
Reporting  
Expectations for non-  
ALE-funded Remote  
and Hybrid  
Instructional Models*

# STUDENT DATA REPORTING EXPECTATIONS FOR NON-ALE- FUNDED REMOTE AND HYBRID INSTRUCTIONAL MODELS

This document provides topic-specific information on reporting student data to OSPI for the 2020-2021 school year

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## **TABLE OF CONTENTS**

Absences & Truancy Reporting Q&A.....	4
English Learner Reporting Q&A.....	10
2019-2020 Reporting Q&A.....	16

# ABSENCES & TRUANCY REPORTING Q&A

## Reporting Guidance Overview

LEAs should continue to submit absence information to CEDARS during the 2020-21 school year. On Thursday, August 13, 2020, the new chapter 392-401A WAC, which updates the definition of absence for the 2020-21 school year, became effective.

- [Emergency Rule Language](#)
- [Bulletin 064-20 - Emergency Rule Making – Definition of Absence](#)

The following guidance is to clarify reporting of absences from remote learning. There are no changes to reporting absences from in-person instruction.

## What Do I Need to Do?

### Student Absences

LEAs should submit the following elements in File N as outlined in the CEDARS Data Manual for all absences during the 2020-21 school year.

Data Type	Elements	CEDARS Element	Notes	Location
<b>Standard Information</b>  All Data Student-Level	1. School Year	N01		Student Information System <a href="#">(CEDARS File N)</a>
	2. Serving County District Code	N02		
	3. District Student ID	N03		
	4. State Student ID (SSID)	N04		
	5. Location ID	N05		

LEAs should submit the following elements in File N for absences that occur during remote learning before October 5<sup>th</sup>, 2020, as outlined below.

Data Type	Elements	CEDARS Element	Notes	Location
<b>Absence Information</b> All Data Student-Level*	1. Absence Date	N06	Report the absence date. <a href="#">WAC 392-401A-018</a> requires districts take daily attendance for all enrolled students participating in remote learning and in-person learning.	Student Information System (CEDARS <a href="#">File N</a> )
	2. Absence Code	N07	Report non-truancy remote learning absences as excused. LEAs must determine if the absence is full day (the majority of the students' school day) or partial day, as required by <a href="#">RCW 28A.225.020</a>	

LEAs should submit the following elements in File N for excused and unexcused absences from in-person learning throughout the 2020-21 school year, as outlined below.

Data Type	Elements	CEDARS Element	Notes	Location
<b>Absence Information</b> All Data Student-Level*	1. Absence Date	N06	Report the absence date. <a href="#">WAC 392-401A-018</a> requires districts take daily attendance for all enrolled students participating in remote learning and in-person learning.	Student Information System (CEDARS <a href="#">File N</a> )
	2. Absence Code	N07	<a href="#">WAC 392-401A-020</a> defines excused absences from remote learning and in-person learning. Any absence from school is unexcused unless it meets one of the criteria listed for an excused absence. For absences from remote learning, LEAs must determine if the absence is full day (the majority <i>[cont'd]</i> )	

Data Type	Elements	CEDARS Element	Notes	Location
			of the student's school day) or partial day, as required by <a href="#">RCW 28A.225.020</a> . For absences from in-person learning, LEAs should follow the definitions for part day and full day absences that are in the CEDARS Data Manual.	

## Questions and answers

### A. Sending student data

#### A.1. How do I verify the absence data was received in CEDARS?

Within CEDARS you can view absence for students in one of three ways.

1. The individual student level:
  - a. CEDARS>Students
    - i. Search for student in reporting school year.
    - ii. Click on provided student record.
    - iii. Click on Absences.
      1. View Absence records displayed for students.



2. A list of all records submitted in File N:
  - a. CEDARS>Reports>Records Loaded>
    - a. Select school year.
    - b. Select File: N - StudentAbsence



3. At the summary or list of all absences:
  - b. CEDARS>Reports>Absence and Discipline>Absence
    - a. Select school year.
    - b. Select Organization – District or individual school.
    - c. Select As of Date – Current date.
    - d. Select Unduplicated Count – Yes or No.
    - e. Select Display – Summary or Student.
    - f. Select Absence Types – Excused, Unexcused, Full Day, Part Day, or Both.
    - g. Select Minimum Number of Absences.

The screenshot shows the 'Absence And Discipline Reports' interface. The 'Absence' section includes the following fields and options:

- School Year:** 2019-2020
- Organization:** Aberdeen School District
- As of Date:** 8/11/2020
- Unduplicated Count:** Yes (selected), No
- Display:** Summary Counts (selected), Student Details
- Absence Types:** Excused, Unexcused, Both (selected), Full Day, Part Day
- Minimum Number of Absences:** 4

Business rules for the Absence Report:

- The student must be reported to CEDARS on or before the As of Date.

### Truancy Actions

LEAs should submit the following elements in File I (Attributes and Programs) to CEDARS for any truancy actions filed on students in the reporting school year:

Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Enrollment</b> All Data Student-Level*	1. <a href="#">Program Code</a>	I06		Student Information System ( <a href="#">CEDARS File I</a> )
	2. Entrance Date	I07		

Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Enrollment</b> All Data Student-Level*	3. Exit Date	I08	See Q&A A.1 below.	Student Information System ( <a href="#">CEDARS File I</a> )
	4. Exit Reason	I09		

## Questions and Answers

### B. Sending Student Data

#### B.1. Will we still report truancy codes?

The truancy reporting outlined in CEDARS guidance will still be required, but truancy determinations will be made based on unexcused absences that begin accumulating on October 5.

#### A.1. Which exit date should I use for Truancy actions?

Truancy actions should be submitted with an exit date in Elements I08 – Exit Date that is the same date as the start date and an exit reason code of F – Other in Element I09 – Exit Reason Code when submitting information for Truancy Petitions. Providing an exit date and exit reason code allows for additional Truancy actions filed under the same valid value during the school year to be submitted to CEDARS.

#### Truancy Actions

When creating the truancy action record in your Student Information System (SIS), please ensure:

- The location/school code of where the service is being provided is the same as the student's school enrollment record
- The attribute and program code identifying the truancy action provided is accurate and valid for the reporting school year

#### Truancy Actions

Within CEDARS you can view truancy action data submitted for students in one of two ways.

2. At the individual student level:
  - a. CEDARS>Students
    - i. Search for student in reporting school year
    - ii. Click on provided student record
    - iii. Click on Attributes and Programs



1. View absence records displayed for students

STUDENT INFORMATION	SCHEDULE	ASSESSMENTS	STUDENT GRADE HISTORY	ATTRIBUTES AND PROGRAMS	ABSENCES	STUDENT EXCLUSIONS
Student Programs						SY: 2019-2020
<b>Truancy Programs</b>						
School	Truancy Action Taken	Start Date	Exit Date			
Junior High <i>Location id:</i>	Truancy Petition Filed in Juvenile Court	11/26/2019	11/26/2019			

2. At the summary level or list of all students served:
  - c. CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Program Report
    - a. Select school year
    - b. Select Organization – District or individual school
    - c. Attribute or Program – select the valid value of the truancy action to view
    - d. Display, select Summary or Student

## Information and Assistance

For questions related to Absences or Truancy actions, please contact Krissy Johnson 360-725-6045 or [Krissy.Johnson@k12.wa.us](mailto:Krissy.Johnson@k12.wa.us).

For questions related to CEDARS submissions, please contact Lisa Ireland at 360-725-6358 or [askSI@k12.wa.us](mailto:askSI@k12.wa.us).

# ENGLISH LEARNER REPORTING Q&A

## Reporting Guidance Overview

Remote learning environments many districts will experience during the 2020-2021 school year may necessitate a provisional status approach to making a determination of Transitional Bilingual Instructional Program and Title III eligibility. This is true when in-person screening procedures could endanger the health of students and staff.

This document provides information on how to report students to CEDARS when the state adopted placement assessment must be delayed. Please note that once a district is able to administer the state adopted placement assessment, the CEDARS data should be updated as outlined in this document.

## What Do I Need to Do?

For students receiving services under provisional status, LEAs should report the following information until the students are formally screened with the state adopted assessment:

Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Information</b>  All Data Student-Level*	1. Instructional Model Code	J06	Report the instructional model associated with the student eligible or receiving services under provisional status.	Student Information System ( <a href="#">CEDARS File J</a> )
	2. Program Status Start Date	J07	Report the date the student begins receiving services or waives services under provisional status.	
	3. Program Exit Date	J08		
	4. Exit Reason Code	J09		
	5. Program Designation	J17	Report the appropriate program designation for the student receiving services under provisional status.	

Data Type	Elements	CEDARS Element	Notes	Location
<b>Placement Test Information</b>  All Data Student-Level*	6. <a href="#">Initial Placement Test Date</a>	J13	Report the date the student was determined eligible under provisional status.	Student Information System ( <a href="#">CEDARS File J</a> )
	7. Placement Test Code	J18	Report the Placement Test Code that reflects the state adopted placement assessment the student <b>will take</b> .	
	8. Grade Level at Placement	J19	Report the grade level of the student.	
	9. Placement Test Score	J20	Report '0'.	
	10. Placement Status	J21	For a Placement Test Code of 6 – ELPA 21 Screener (in Washington Public Schools), report Status 0 – Proficiency Not Demonstrated. For a Placement Test Code of 8 – WIDA ACCESS, report Status 1 – Initiating.	
	11. Placement Test Date	J22	Report the date the student was determined eligible under provisional status.	

Once students eligible under provisional status are formally screened with the state adopted placement assessment, LEAs should follow this guidance to update the existing student records and exit students from provisional status:

Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Information</b>  All Data Student-Level*	1. Instructional Model Code	J06	Continue to report the instructional model associated with the student eligible or receiving services under provisional status.	Student Information System ( <a href="#">CEDARS File J</a> )
	2. Program Status Start Date	J07	Continue to report the date the student begins receiving services or waives services under provisional status.	

Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Information</b> All Data Student-Level*	3. Program Exit Date	J08	Report a program exit date equal to the one day before the student takes the state adopted placement assessment.	Student Information System ( <a href="#">CEDARS File J</a> )
	4. Exit Reason Code	J09	Report an exit reason code of T – transfer within district, between models or end of school year rollover.	
	5. Program Designation	J17	Continue to report the appropriate program designation for the student receiving services under provisional status.	
<b>Placement Test Information</b> All Data Student-Level*	6. <a href="#">Initial Placement Test Date</a>	J13	Continue to report the date the student was determined eligible under provisional status.	
	7. Placement Test Code	J18	Continue to report the Placement Test Code that reflects the state adopted placement assessment the student will take.	
	8. Grade Level at Placement	J19	Continue to report the grade level of the student.	
	9. Placement Test Score	J20	Continue to report '0'.	
	10. Placement Status	J21	For a Placement Test Code of 6 – ELPA 21 Screener (in Washington Public Schools), report Status 0 – Proficiency Not Demonstrated. For a Placement Test Code of 8 – WIDA ACCESS, report Status 1 – Initiating.	
	11. Placement Test Date	J22	Continue to report the date the student was determined eligible under provisional status.	

For students who are eligible for services based on formal screening with the state adopted placement assessment, LEAs should create new records for students following the information outlined in the CEDARS Data Manual and the guidance included below:

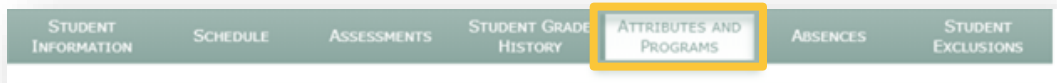
Data Type	Elements	CEDARS Element	Notes	Location
<b>Program Information</b> All Data Student-Level*	1. Instructional Model Code	J06	Report the instructional model associated with the student eligible or receiving services.	Student Information System ( <a href="#">CEDARS File J</a> )
	2. Program Status Start Date	J07	Report the date the student takes the state adopted placement assessment.	
	3. Program Exit Date	J08		
	4. Exit Reason Code	J09		
	5. Program Designation	J17	Report the appropriate program designation for the student receiving services.	
<b>Placement Test Information</b> All Data Student-Level*	6. <a href="#">Initial Placement Test Date</a>	J13	Continue to report the date the student was determined eligible under provisional status.	
	7. Placement Test Code	J18	Report the Placement Test Code that reflects the state adopted placement assessment.	
	8. Grade Level at Placement	J19	Report the grade level of the student.	
	9. Placement Test Score	J20	Report the Placement Test Score of the student based on the state adopted placement assessment.	
	10. Placement Status	J21	Report the Placement Status of the student based on the state adopted placement assessment.	
	11. Placement Test Date	J22	Report the Placement Test Date of the state adopted placement assessment.	

# Questions and Answers

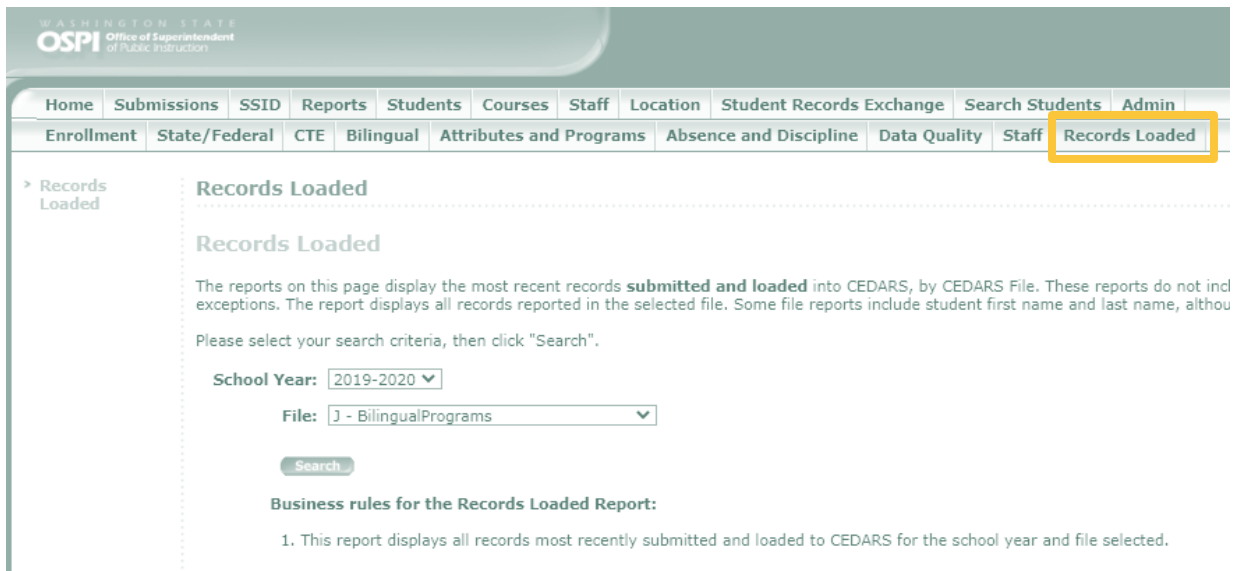
## A. How do I verify the English Learner data was received in CEDARS?

Within CEDARS you can view English Learner information for students in one of two ways.

1. The individual student level:
  - a. CEDARS>Students
    - i. Search for student in reporting school year.
    - ii. Click on provided student record.
    - iii. Click on Attributes and Programs.
      1. View Limited English Proficiency records displayed for students.



2. A list of all records submitted in File J:
  - d. CEDARS>Reports>Records Loaded>
    - a. Select school year.
    - b. Select File: J - BilingualPrograms



## Information and Assistance

For questions related to English Learner services and reporting requirements, please contact Amy Ingram at [amy.ingram@k12.wa.us](mailto:amy.ingram@k12.wa.us) or 360-764-6201; or Shannon Martin at [shannon.martin@k12.wa.us](mailto:shannon.martin@k12.wa.us) or 360-725-4476.

For questions related to CEDARS submissions, please contact Student Information at [ask.SI@k12.wa.us](mailto:ask.SI@k12.wa.us).

For question related to funding and the P223, contact Becky McClean at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us) or 360-725-6306.

# 2019-2020 REPORTING Q&A

For more reporting information related to discipline, highly capable, LAP, Title I Part A ,and Youth Reengagement reporting for the 2019-2020 school year, please refer to the Student Data Reporting Expectations During School Closures document on [OSPI's Reporting](#) webpage.



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