

# Student Records Exchange (SRX)

March 2015

## *Overview*

Student Records Exchange (SRX) is an Education Data System (EDS) Application designed to give schools immediate access to possible transfer student data that is critical for placing said students in the appropriate classes, programs and services. In this business process, school staff will be able to view and download previously reported data about a student by other school districts.

In this electronic process, the school enrolling the student (receiving school) searches the state-level CEDARS database for the new student, requests a copy of the state's records as reported in CEDARS regarding the student, reviews the student's information including their historical assessment scores and places the student in the most appropriate classrooms, curriculum and programs. The school that previously served the student (sending school) is then immediately informed via email notification that the receiving school is viewing a student they previously reported. The receiving school can also choose to request the student's records from the sending school. When the receiving school has obtained the hardcopy student records, they can check them against what they had electronically collected from SRX and file the official transfer documents. This electronic process does not replace the need for the student's official transfer documents, and CEDARS does not contain all of the information that would be included in that official record.

For districts that have enabled the SIF Student Record Exchange functionality, users are also able to electronically transmit the student record on screen directly into their Student Information System (SIS). This functionality does not interrupt or disable any of the other features of the SRX, but improves the speed and accuracy of loading the data into the district's SIS.

The intent of the SRX application is that it is to be used only to review information about a student known to be enrolling in your school and that information can only be viewed or downloaded by a user that is assigned a specific SRX role by an appointed District Data Security Manager. Once assigned, the user will be able to view the historical information of a student per year, for a given school. The use of a "Confirmation" or "Disclaimer" page enables the system to send an email to the other district to inform them that the record of their student is being reviewed.

Users may come across students with multiple SSIDs when searching by name and/or birth date. On occasion, demographic information may be associated with one SSID and the same student's assessment information associated with another SSID (a multiple SSID situation). For Shared or Multiple SSIDs discovered in SRX— please contact your CEDARS District Administrator, or if you are the CEDARS District Administrator, contact OSPI Customer Support: [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us).

The SRX application only makes use of the most current CEDARS data available for a given student. Please keep in mind that CEDARS data can be altered or removed on a daily basis by a CEDARS submission.

This document is intended to help guide the user to navigate in the Student Records Exchange system.

## SRX User Roles

There are two roles specific to the SRX application in EDS. If a user in your school district does not have an SRX specific role, the SRX emails will be sent to all CEDARS District Administrators.

Role Name	Description
Student Record Data Exchange User	Meal Status Information on Student Details information page is not visible
Student Record Data Exchange User (With Meal Status)	Meal Status Information on Student Details information page is visible
CEDARS District Administrator	CEDARS role that allows SRX access and Meal Status Information on Student Details information page is visible

To have one of these roles applied to your account, please contact your district data security manager. A full list of district data security managers is available here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

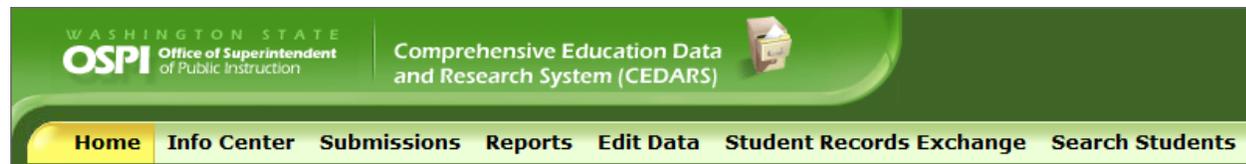
### How to navigate to SRX in EDS

After logging into EDS, select the “My Applications” tab. This menu displays a list of your accessible applications. If your EDS account has one of the roles listed above, you will see a link labeled “Student Record Data Exchange” in this list. Click on the SRX link to be directed into the SRX application which is directly connected to CEDARS.



### How to navigate to SRX in Cedars

After logging into EDS, select the “My Applications” tab. This menu displays a list of your accessible applications. If your EDS account has one of the roles listed above, you will see a link labeled “CEDARS” in this list. Once in the CEDARS Application, you will see seven tabs along the top of the page depending on your set of permissions: 1. Home, 2. Info Center, 3. Submissions, 4. Reports, 5. Edit Data, **6. Student Records Exchange**, and 7. Search Students.



## Student Records Exchange Tab

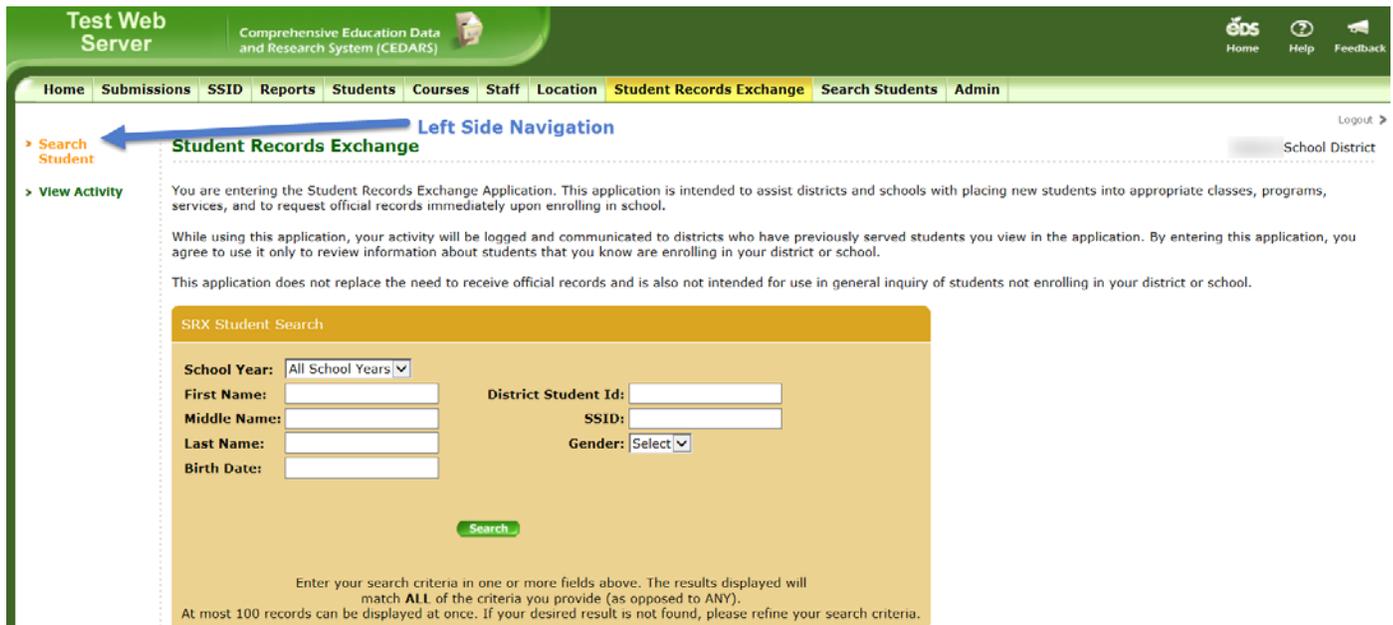
The Student Records Exchange tab gives you the ability to search for a student with a given set of criteria and then perform administrative tasks with that data for the purpose of proper enrollment into your school. Because the application searches the statewide database of students, searching by SSID or multiple criteria is the fastest way to obtain results. Once the appropriate student is located, you can view the selected student's demographics, race, ethnicity, district & school enrollment, special education, bilingual information, programs, meal status, schedule, state assessments, single year schedule, and grade history. The Student Records Exchange tab is visible to CEDARS users when they are in the CEDARS application if they have the CEDARS District Administrator role or to users with the appropriate SRX user roles (defined above). Selecting the Student Records Exchange Tab in CEDARS or from the EDS application menu displays the same options and functionality.

## Left-side Navigation

SRX uses navigation on the left side of the screen. These links are available once you click the Student Records Exchange horizontal tab. There are two links on the Student Records Exchange tab: Search Student and View Activity.

"Search Student" page is the default SRX page, and the starting point for the entire application. Use this page to enter the search criteria of the potential transfer student. See the "How to use Search Student" section for further instructions.

The "View Activity" page shows your audit trail as an individual EDS user which lists the students you have viewed, downloaded, or requested the record of. See the "How to use View Activity" section for further instructions.



The screenshot displays the Student Records Exchange (SRX) application interface. At the top, there is a green header with "Test Web Server" and "Comprehensive Education Data and Research System (CEDARS)". A navigation menu below the header includes "Home", "Submissions", "SSID", "Reports", "Students", "Courses", "Staff", "Location", "Student Records Exchange", "Search Students", and "Admin". The "Student Records Exchange" tab is highlighted. On the left side, there is a "Left Side Navigation" menu with "Search Student" and "View Activity". The main content area shows a search form titled "SRX Student Search" with fields for "School Year", "First Name", "Middle Name", "Last Name", "Birth Date", "District Student Id", "SSID", and "Gender". A "Search" button is located below the form. Below the form, there is a note: "Enter your search criteria in one or more fields above. The results displayed will match ALL of the criteria you provide (as opposed to ANY). At most 100 records can be displayed at once. If your desired result is not found, please refine your search criteria."

## How to use Search Student

You can search for a particular student by entering data in the searchable fields: School Year, First Name, Middle Name, Last Name, Birth Date, District Student ID, SSID, and Gender. Again, searching by SSID will obtain the fastest results. When SSID is not known, you can search by any of the additional criteria. The more criteria you can provide, the faster the search will be. Entering the first few letters in one of the name criteria will return up to 25 student names beginning with those letters. If you want narrow the search by name, but you are unsure of the exact spelling, you could use the wildcard character “%” to provide additional search flexibility. For example, a search by lastname using the string “Has%hof” will return results like “Haslehof,” “Hasslehof,” “Hasselhoffman,” etc.). After entering the search criteria in the textboxes, click the search button to see the results of your search. Please note, the search will take longer with the use of the wildcard character.

## How to View the Details of the Student

From the results or list of records based on the criteria you have searched shown on the screenshot above, you can now select any of the records in order to view the details of that record. Place your mouse cursor over the record you want to view and left click the record. Notice that the records are broken down into school year for each student.

**Test Web Server**  
Comprehensive Education Data and Research System (CEDARS)

Home Submissions SSTD Reports Students Courses Staff Location Student Records Exchange Search Students Admin

Logout Auburn School District

**Student Records Exchange**

You are entering the Student Records Exchange Application. This application is intended to assist districts and schools with placing new students into appropriate classes, programs, services, and to request official records immediately upon enrolling in school.

While using this application, your activity will be logged and communicated to districts who have previously served students you view in the application. By entering this application, you agree to use it only to review information about students that you know are enrolling in your district or school.

This application does not replace the need to receive official records and is also not intended for use in general inquiry of students not enrolling in your district or school.

**SRX Student Search**

School Year: All School Years  
First Name: John  
Middle Name:  
Last Name: Smith  
Birth Date:  
District Student Id:  
SSID:  
Gender: Select

Search

**Total Records : 241**

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Student Name	SSID	District Student Code	Gender	Birth Date	School Year	School	District
SMITH, JOHN			Male		03-04	Port Townsend School District	
SMITH, JOHNATHAN			Male		03-04	Franklin Pierce School District	

After clicking the record, you are redirected to an Affidavit page:

The screenshot shows the 'Test Web Server' interface for the 'Comprehensive Education Data and Research System (CEDARS)'. The navigation menu includes Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange (highlighted), Search Students, and Admin. On the left, there are links for 'Search Student' and 'View Activity'. The main content area is titled 'Student Records Exchange' and 'Student Affidavit'. It displays student information for SMITH, JOHN, including SSID, District Student Id, District Name (Spokane School District), District Code (32081), Grade (11), School Name (Lewis & Clark High School), School Code (2172), Gender (Male), and Date of Birth. Below this is a table of submission details for the selected student, showing enrollment and exit dates for various school years. A disclaimer follows, stating that the user is about to view confidential information and that by selecting 'I agree', they certify that they are reviewing the student for a possible transfer and that they are authorized to view confidential information. A message states that a notification will be sent to the sending school district and that the information is being recorded. At the bottom, there are two buttons: 'I disagree' and 'I agree'. A blue arrow points to the 'I agree' button.

School Year	School	Date Enrolled In District	Date Exited District	Date Enrolled In School	Date Exited School
2011-2012	Lewis & Clark High School	10/10/2007	10/6/2011	9/6/2011	10/6/2011
2010-2011	Lewis & Clark High School	10/10/2007		10/12/2010	
2009-2010	Lewis & Clark High School	9/2/2009	12/11/2009	9/2/2009	12/11/2009
2008-2009	Lewis & Clark High School	9/2/2009		9/2/2009	

You must select "I agree" to the disclaimer before you will be allowed to view additional details of the student. You must confirm both that the student is a possible transfer to your school or district, and that you are authorized to view his/her confidential information. By clicking the "I agree" button, you are providing OSPI with your electronic signature. So, in this example above, the student actually belongs to "Spokane School District", that is why this affidavit page is shown. If you are trying to view students of your organization (District/School), the affidavit page will not be shown and instead you will be taken directly to the Student Details page.

**PLEASE NOTE: Once you click the "I agree" button:**

1. An email will be sent to the sending district/school organization who reported the student record you are viewing. The email informs them who you are, which school or district you belong to, and which student you are viewing.
2. An entry into the Activity Log is created, logging that you have viewed this particular student.

Clicking the "I disagree" button will redirect you to the previous screen.

The Student Detail page has 6 tabs with information regarding the student: 1. Student Information, 2. Schedule, 3. Assessments, 4. Student Grade History, 5. Attributes and Programs, 6. Absence and Discipline. The Student Information tab lists Student Demographics, District Enrollment, and School Enrollment. The additional data reported below can be found in the other tabs, depending upon what has been reported to CEDARS or is available at the state level for the following data elements:

- Selected year student schedule
- State assessments
- Grade history
- Special education
- Student programs
- Bilingual information
- Meal status (if EDS role is appropriate)
- Absence and discipline

**Test Web Server** Comprehensive Education Data and Research System (CEDARS) Home Help Feedback

Home Submissions SSID Reports **Students** Courses Staff Location Student Records Exchange Search Students Admin

Logout > Auburn School District Print Friendly

← Previous **JOHN SMITH** Spokane School District (32081) School Year: 2009-2010

SSID: [REDACTED]

**SRX Control Panel**  
Request Records Create Extract File Create SIF Extract

STUDENT INFORMATION SCHEDULE ASSESSMENTS STUDENT GRADE HISTORY ATTRIBUTES AND PROGRAMS ABSENCE AND DISCIPLINE

**Student Demographics**

- First Name: JOHN
- Middle Name: [REDACTED]
- Last Name: SMITH
- Gender: Male
- Ethnicity: Not Provided
- Current Age: [REDACTED]
- Date of Birth: [REDACTED]
- Birth Country: Not Provided
- SSN: Not Provided
- Race: White
- District Student Id: [REDACTED]
- Primary Language: English
- Home Language: English
- Zip Code: 99203
- CSRS Race: White

*Last Updated on: 10/17/2014 for the 2009-2010 school year*

**District Enrollment** SY: 2009-2010

Enrollment Date	Exit Date	Home District:	Spokane School District (32081)	Grad Req. Year:	2011
9/2/2009	12/11/2009	Grade Level:	11th	Exp. Grad Year:	2011
		Cumulative GPA:	0.000	Credits Attempted:	0.00
		Disability:	No Disability Reported	Credits Earned:	0.00

**School Enrollment**

School	Enrollment Date	Exit Date	Days Present	School Choice Type	Primary School
Lewis & Clark High School (2172) Location id: 305	9/2/2009 Entry Code:	12/11/2009 TO: Confirmed transfer out of the school district	68	Not Applicable	No

→ Privacy Policy → Disclaimer → Customer Support: 1.800.725.4311

## How to Request the Records for a Student

Clicking the “Request Records” button on the red SRX Control Panel will direct you to an “Official Request for Records” page. This page displays what the official request for records email will look like and allows you to edit the address of your organization for where the records will be sent. The address block is pre-populated with the school or district address provided in the Education Data System (EDS) Directory for your organization. Selecting “Yes” on this page will trigger two tasks:

1. An official request for records email will be sent to the sending School or District informing them of your formal request for this student’s records. This email contains who you are, which school or district you belong to, and which student you are requesting records for. You will also receive a copy of this official email.
2. An entry into the Activity Log will be created, and can be used as an audit trail, tracking your request for records of this student.

**Test Web Server** Comprehensive Education Data and Research System (CEDARS) Home Help Feedback

Home Submissions SSID Reports Students Courses Staff Location **Student Records Exchange** Search Students Admin Logout

**Student Records Exchange** Auburn School District

**Official Request for Records**

<b>Student Name:</b>	SMITH, JOHN	<b>SSID:</b>		<b>District Student Id:</b>	
<b>District Name:</b>	Spokane School District	<b>District Code:</b>	32081	<b>Grade:</b>	11
<b>School Name:</b>	Lewis & Clark High School	<b>School Code:</b>	2172	<b>Gender:</b>	Male
				<b>Date of Birth:</b>	

Please mail the official records including the following if applicable:

- Assessment scores
- Attendance Record
- High School and Beyond Plan
- Discipline records
- Immunization/screening records
- Special program placement information
- Special Education records
- 504 Plan
- Student Learning Plan/Accelerated Learning Plan
- Washington State Transcript \*
- Withdrawal form and current grades

\* Please let the requester know if you are unable to forward the official transcript due to unpaid fines/fees.

Please send records to:  
Auburn School District  
915 4TH ST NE  
AUBURN, Washington 98002-4499  
Phone: 253.931.4900

*If this address is incorrect, please contact your [district data security manager](#).*

**Would you like to request this student's official records from their previous school?**

**This address block is editable.**

**Selecting "Yes" will send this email requesting official records for the displayed student.**

[Privacy Policy](#) [Disclaimer](#) [Customer Support: 1.800.725.4311](#)

A final confirmation page will be shown after clicking the “Yes” button. You can then select “Return to Student Details” to work more with this particular student’s data.

**Test Web Server** Comprehensive Education Data and Research System (CEDARS)   Home  Help  Feedback

Home Submissions SSID Reports Students Courses Staff Location **Student Records Exchange** Search Students Admin Logout >

> Search Student **Student Records Exchange** Auburn School District  
> View Activity

**Official Request for Records**

<b>Student Name:</b> SMITH, JOHN	<b>SSID:</b>	<b>District Student Id:</b>
<b>District Name:</b> Spokane School District	<b>District Code:</b> 32081	<b>Grade:</b> 11
<b>School Name:</b> Lewis & Clark High School	<b>School Code:</b> 2172	<b>Gender:</b> Male <b>Date of Birth:</b>

 Request of Record for this student has been sent successfully.

[Return to Student Details](#)

> [Privacy Policy](#) > [Disclaimer](#) > [Customer Support: 1.800.725.4311](#)

## How to Print the Student Detail

From the Student Detail page, you can create a print friendly version of all 6 tabs from this page for printing or saving to your computer. The “Print Friendly” icon is in the top right side of the Student Details page:

The screenshot shows the CEDARS interface for a student named John Philip Smith. At the top, there is a navigation bar with tabs for Home, Submissions, SSID, Reports, Students (highlighted), Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. A 'Print Friendly' icon is located in the top right corner, with a blue arrow pointing to it. Below the navigation bar, the student's name 'JOHN PHILIP SMITH' is displayed, along with 'Spokane School District (32081)' and 'School Year: 2009-2010'. A 'SRX Control Panel' contains buttons for 'Request Records', 'Create Extract File', and 'Create SIF Extract'. Below this is a tabbed interface with 'STUDENT INFORMATION' selected. The 'Student Demographics' section lists fields such as First Name, Middle Name, Last Name, Gender, Current Age, Date of Birth, Birth Country, SSN, District Student Id, Primary Language, Home Language, Zip Code, Ethnicity, Race, and CSRS Race. The 'District Enrollment' section shows enrollment dates and details for the current school year (2009-2010). The 'School Enrollment' section includes a table with columns for School, Enrollment Date, Exit Date, Days Present, School Choice Type, and Primary School.

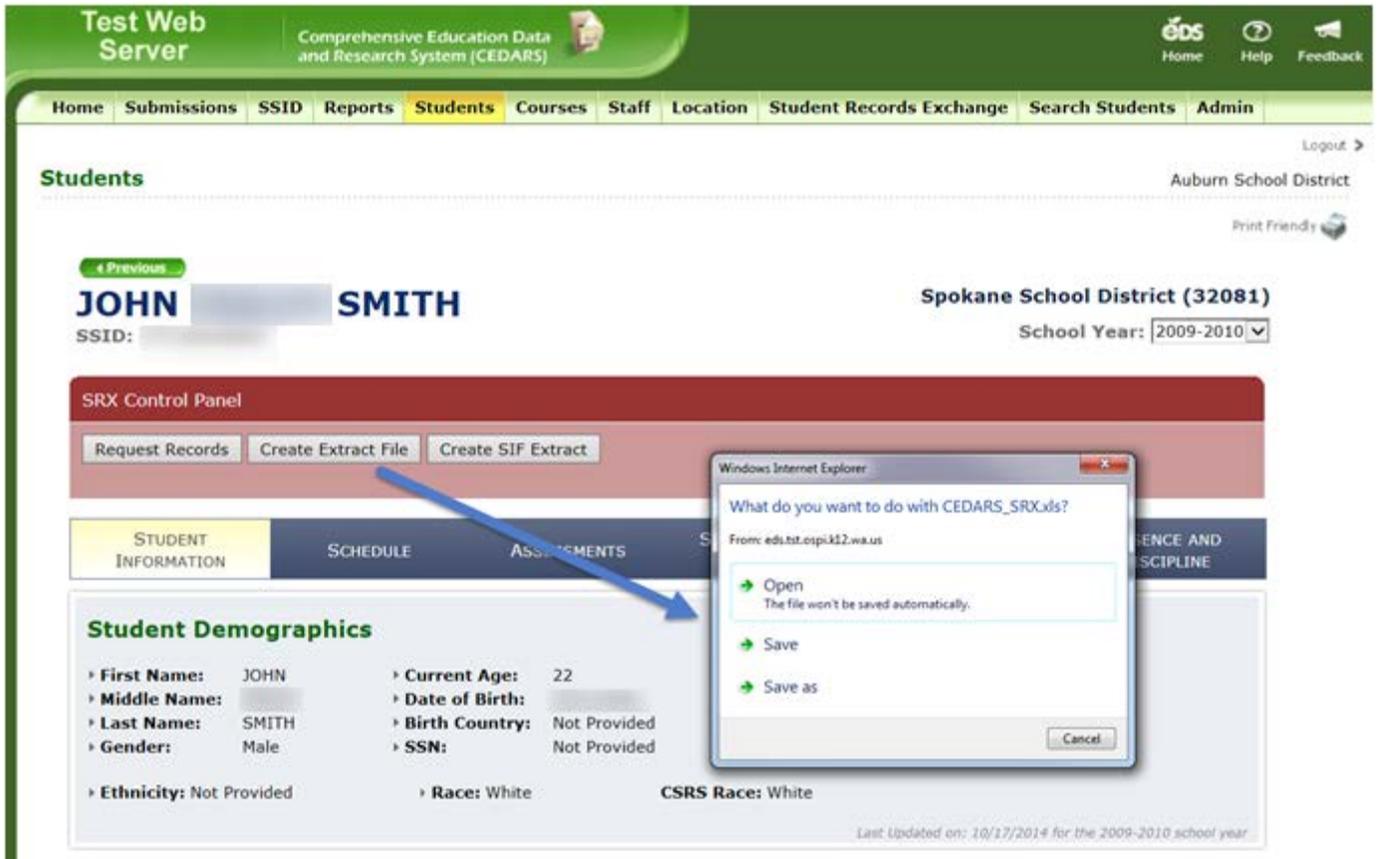
This will redirect your screen or open a new tab to a printer friendly version. Your local printer settings should open in a pop-up window on the screen. If not, select file then print. **Be sure to set your local printer settings to print in “Landscape” for optimum readability when printed.** In most internet browsers, it is also possible to first select “Print Preview” and set the scale to 50% or “Shrink to Fit”, which is particularly useful when printing students that have grade history records. If you have trouble printing, please work with your school or district tech support to assist with your local computer printer settings.

From the “Print Friendly” page, you must select the “back” button or arrow on your internet browser to return to the Student Detail page. If a new tab opened in your browser when you selected “printer friendly,” you will

want to close the new tab with the printer friendly version and go back to your original tab showing the Student Details.

### How to Create an Extract File

On the Student Detail page, select the “Create Extract File” button. A dialog box pops-up that asks where to save the file on your computer. An extract file can be saved or opened using Microsoft Excel. Please note the dialog box will look different depending on your choice of browser.



The extract file is divided up into various worksheets (tabs) that are in a format similar to the regular CEDARS submissions sent by districts. Some worksheets will not appear if a student does not have any corresponding information.

For information on each field in the extract, please consult the CEDARS Data Manual available at <http://www.k12.wa.us/CEDARS>.

## How to use SIF Extract

For districts that have enabled the SIF Student Record Exchange functionality, users are also able to electronically transmit the student record on screen directly into their Student Information System (SIS). This functionality does not interrupt or disable any of the other features of the SRX, but improves the speed and accuracy of loading the data into the district's SIS. For questions regarding the SIF extract into your SIS, please contact your SIS.

To use this feature, go to the Student Detail page of the student record you need to create a SIF Extract for. In the SRX Control Panel, select the "Create SIF Extract" button. A dialog box pops-up that say "please wait while we process your extract request." A message will then show in the SRX Control Panel that a "SIF Record sent successfully" or "Error sending SIF Record." If record was sent successfully, the record will be in your district's SIS Student Record Exchange queue. It may take up to 10 minutes for the SIS to process the record. If you receive an error when creating the SIF Extract, please contact OSPI Customer Support.

The screenshot shows the CEDARS web application interface. At the top, there is a green header with "Test Web Server" and "Comprehensive Education Data and Research System (CEDARS)". Navigation tabs include Home, Submissions, SSID, Reports, Students (highlighted), Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. The main content area is titled "Students" and shows details for "JOHN SMITH" from "Vashon Island School District (17402)". The "SRX Control Panel" contains buttons for "Request Records", "Create Extract File", and "Create SIF Extract". A red message box below the buttons states "SIF Record sent successfully." with a red arrow pointing to it. Below this is a navigation bar for "STUDENT INFORMATION", "SCHEDULE", "ASSESSMENTS", "STUDENT GRADE HISTORY", "ATTRIBUTES AND PROGRAMS", and "ABSENCE AND DISCIPLINE". The "Student Demographics" section lists various fields: First Name (JOHN), Middle Name, Last Name (SMITH), Gender (Male), Current Age (21), Date of Birth, Birth Country (Not Provided), SSN (Not Provided), District Student Id, Primary Language (English), Home Language (English), Zip Code (98070), Ethnicity (Not Hispanic/Latino), Race (White), and CSRS Race (White). A footer note indicates the data was last updated on 11/7/2013 for the 2009-2010 school year.

## How to use View Activity

The “View Activity” page can be accessed by clicking on the Student Records Exchange tab, then clicking the View Activity link in the left-side navigation.

The screenshot displays the CEDARS (Comprehensive Education Data and Research System) interface. At the top, there is a green header with the text "Test Web Server" and "Comprehensive Education Data and Research System (CEDARS)". Navigation tabs include Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. A blue arrow points to the "Student Records Exchange" tab. The main content area shows the "Students" section for "JOHN SMITH" from "Spokane School District (32081)". The school year is set to "2009-2010". Below this is an "SRX Control Panel" with buttons for "Request Records", "Create Extract File", and "Create SIF Extract". A navigation bar includes "STUDENT INFORMATION", "SCHEDULE", "ASSESSMENTS", "STUDENT GRADE HISTORY", "ATTRIBUTES AND PROGRAMS", and "ABSENCE AND DISCIPLINE". The "Student Demographics" section lists the following information:

First Name:	JOHN	Current Age:	22	District Student Id:	
Middle Name:		Date of Birth:		Primary Language:	English
Last Name:	SMITH	Birth Country:	Not Provided	Home Language:	English
Gender:	Male	SSN:	Not Provided	Zip Code:	99203
Ethnicity:	Not Provided	Race:	White	CSRS Race:	White

Last Updated on: 10/17/2014 for the 2009-2010 school year

Test Web Server Comprehensive Education Data and Research System (CEDARS) Home Help Feedback

Home Submissions SSID Reports Students Courses Staff Location **Student Records Exchange** Search Students Admin

Logout > Auburn School District

> Search Student

> **View Activity**

### Student Records Exchange

You are entering the Student Records Exchange Application. This application is intended to assist districts and schools with placing new students into appropriate classes, programs, services, and to request official records immediately upon enrolling in school.

While using this application, your activity will be logged and communicated to districts who have previously served students you view in the application. By entering this application, you agree to use it only to review information about students that you know are enrolling in your district or school.

This application does not replace the need to receive official records and is also not intended for use in general inquiry of students not enrolling in your district or school.

SRX Student Search

School Year:

First Name:  District Student Id:

Middle Name:  SSID:

Last Name:  Gender:

Birth Date:

Enter your search criteria in one or more fields above. The results displayed will match **ALL** of the criteria you provide (as opposed to ANY).  
At most 100 records can be displayed at once. If your desired result is not found, please refine your search criteria.

View Activity is a tool to review the SRX Activity Logs generated by users from your school or district. SRX tracks all usage during the process of viewing, creating extract file, SIF Extract, and requesting records of any given student. The search page allows you to find activity associated with a specific student. If the Activity Search criteria is left blank and the search button is selected, all activity for your organization will be listed. Your organization is always listed in the top right hand corner of your EDS screen.

Once you click the “Search” button, the results page will be shown:

The screenshot shows the 'Student Records Exchange' page. At the top, there is a navigation menu with options like Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange (highlighted), Search Students, and Admin. Below the menu, there are search filters for SSID, Date From, Date To, Last Name, First Name, and Middle Name, along with a 'Search' button. Below the search filters, it displays 'Total Records : 4320'. A table follows with columns for School Year, Viewer, Viewer District, Date Viewed, SSID, Student, Enrolled District, Enrolled School, Request Records, and Export.

School Year	Viewer	Viewer District	Date Viewed	SSID	Student	Enrolled District	Enrolled School	Request Records	Export
2009		Quillayute Valley School District	4/27/2011			Auburn School District		No	No
2007		Quillayute Valley School District	4/29/2011			Auburn School District		No	No
2010		Highline School District	4/29/2011			Auburn School District	Auburn Mountainview High School	No	No
2011		Auburn School District	5/9/2011			Sumner School District	Bonney Lake High School	No	Yes
2011		Auburn School District	5/9/2011			Sumner School District	Bonney Lake High School	No	No

### For Additional Assistance

For SRX access and user roles – please contact your District Data Security Manager. A list of District Data Security Managers can be found here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

For Shared or Multiple SSIDs discovered in SRX– please contact your CEDARS District Administrator, or if you are the CEDARS District Administrator, contact OSPI Customer Support: [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us).

For all other inquiries, contact: OSPI Customer Support  
[Customersupport@k12.wa.us](mailto:Customersupport@k12.wa.us)  
 (800) 725-4311, Option 1