WASHINGTON STATE
STUDENT RECORDS EXCHANGE

Presenter: Lisa Ireland

Institutional Education Conference
May 17-18, 2011
The Need for Quicker Data

- Data Governance Committee heard a need from the districts for quicker access to transfer student data that is accurate.

- A review of the options available to schools and districts identified the challenges faced by schools and districts as they enroll and transfer students on a day to day basis.

- Schools and Districts need to be able to place the students in appropriate courses and programs as quickly as possible to ensure student success.
Standard Paper Process

- Student enrolls in new school
- New school requests records from previous school
- Could take up to 2-4 weeks to receive information (assessment, enrollment, programs, etc.)
- New school provides the best placement possible with limited information until records arrive
Student enrolls in new school

New district submits the student enrollment record to the State in next data submission, which allows the ‘sending/exiting’ district to locate the student in CEDARS, using Student Search. It could potentially take 1-4 weeks for the student to appear.

The State recognizes that the new district/school “owns” the student and the responsibility of the student’s education

By submitting the student enrollment to the State, the district has access to information about the student’s history in other Washington schools (assessment, enrollment and special programs)
The Student Records Exchange (SRX) is a new 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.

The SRX is accessible via a separate application link within the EDS Application window and is also accessible within CEDARS via a new tab.

In this business process, school and/or district staff will be able to search, using the statewide database, for students across the state and, if found, view and download data about a student(s) you wish to enroll.
Other Details

Your District Security Manager has the responsibility of assigning the Student Record Exchange Role for individuals in your district. These can be assigned at the school and/or district level.

There are two roles, Student Record Exchange User with access to Free/Reduced Meal eligibility information and one without access to this information. In addition, CEDARS District Administrators have SRX access that includes the Free/Reduced Meal information.

Districts/schools using the application are held responsible for the information obtained, as done with paper records received from previous school.

Student Records Exchange is available for use by all schools and districts.
Features of SRX

- Student enrolls new to the school
- New school uses the SRX application to search for student
- The new school confirms in the application that district/school “owns” the student and the responsibility of the student’s education
- The new school now has instant access to information about the student’s history in other Washington schools (grade history, assessment, enrollment, programs)
- New school receives paper copies of the student record from the previous school based on the actions taken in the SRX application
- New district submits the student enrollment record to the State in next data submission
Accountability

Student Records Exchange

Student Affidavit

Student Name: John CECELIA
District Name: Tumwater School District
School Name: A G West Black Hills High School

SSID: 34033
School Code: 4500
Grade: 12
Gender: Female
Date of Birth:

Submission details of the selected student:

<table>
<thead>
<tr>
<th>School Year</th>
<th>School Name</th>
<th>Date Enrolled In District</th>
<th>Date Exit District</th>
<th>Date Enrolled In School</th>
<th>Date Exited School</th>
</tr>
</thead>
</table>

You are about to view confidential information concerning the student listed above.

By selecting I agree below, you certify this student is transferring to your school and you are authorized to view this student's confidential information.

A message will be sent to the Sending School District informing them you are reviewing this student's information. This information is being recorded.

I disagree  I agree
If the user agrees:

1. Audit logs entries are created recording information about the viewing event.
2. E-mails are sent to appropriate staff in the currently enrolled district.

This is an automatic notification that OSPI records for the student listed below are being reviewed by High for a possible transfer to that district.

This is not a confirmed transfer, nor a request for records.

<table>
<thead>
<tr>
<th>District Student ID</th>
<th>SSID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The information is being reviewed by Emily Test at High who can be reached at Emily.Test@anyemail.com.

Thank you,

OSPI Customer Support

You are receiving this message because you have the Student Record Exchange role at your organization, or because you have the CEDARS District Administrator role and no one else has the Student Records Exchange role at Harbor High School. If someone else should be receiving these emails, please contact your district data security manager.
# WASHINGTON STATE

## Student Records Exchange

### Accountability – Audit Logs

<table>
<thead>
<tr>
<th>SSID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>District</th>
<th>School</th>
<th>Viewer</th>
<th>Date</th>
<th>View?</th>
<th>Export?</th>
<th>Request?</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>MICHAEL</td>
<td></td>
<td></td>
<td>Battle Ground School District</td>
<td>Battle Ground High School</td>
<td>Jason</td>
<td>2/10/2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>A</td>
<td>C</td>
<td></td>
<td></td>
<td>Tumwater School District</td>
<td>A G West Black Hills High School</td>
<td></td>
<td>12/21/2010</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>A</td>
<td>CECELIA</td>
<td></td>
<td></td>
<td>Tumwater School District</td>
<td>A G West Black Hills High School</td>
<td>Greg</td>
<td>12/21/2010</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>A</td>
<td>MICHAEL</td>
<td></td>
<td></td>
<td>Federal Way School District</td>
<td>Jefferson Elementary</td>
<td>Micah</td>
<td>12/20/2010</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>N</td>
<td>John</td>
<td></td>
<td></td>
<td>Port Angeles School District</td>
<td>Jefferson Elementary</td>
<td>Nathan</td>
<td>2/10/2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>N</td>
<td>John</td>
<td></td>
<td></td>
<td>Port Angeles School District</td>
<td>Jefferson Elementary</td>
<td>Nathan</td>
<td>2/10/2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>J</td>
<td></td>
<td></td>
<td></td>
<td>Aberdeen School District</td>
<td>J M Weatherwax High School</td>
<td>Jason</td>
<td>2/9/2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>H</td>
<td>CHRISTINE</td>
<td></td>
<td></td>
<td>Wenatchee School District</td>
<td>Wenatchee High School</td>
<td>Micah</td>
<td>12/16/2010</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>M</td>
<td></td>
<td></td>
<td>Evergreen School District (Clark)</td>
<td>iQ Academy Washington</td>
<td>Micah</td>
<td>12/20/2010</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>J</td>
<td>ANDREW</td>
<td></td>
<td></td>
<td>North Thurston Public Schools</td>
<td>Pleasant Glade Elementary</td>
<td>Micah</td>
<td>2/9/2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

All personal data in this presentation is fictional
Viewing the Data

The Student Detail page lists the basic demographic information of the student. Additional data, listed below, is dependent upon what has been reported to CEDARS or is available at the state level for:

- District Enrollment
- School Enrollment
- Special Education
- Bilingual Information
- Student programs, e.g., Title I, LAP, 504 Plan
- Free/Reduced Meal Eligibility (if assigned role allows for viewing)
- Selected year student schedule
- State Assessments
- Grade History
WASHINGTON STATE
Student Records Exchange

Demographic information

Student Records Exchange

Aberdeen School District

Student Detail

Student Name: John CECELIA
District Name: Tumwater School District
School Name: A. G. West Black Hills High School
SSID: 34033
District Code: 34033
Grade: 12
School Code: 4500
Gender: Female
Date of Birth: 

Demographics

First Name: John
Last Name: 
Birth Date: 

Birth Country: 

Middle Name: CECELIA
Gender: Female

Primary Language: English
Language at Home: English
Zip Code: 98512

Race

Value
White: White

Ethnicity

Value
Not Hispanic/Latino

All personal data in this presentation is fictional
Role based security determines if individuals can see Meal Status.

All personal data in this presentation is fictional.
WASHINGTON STATE
Student Records Exchange
Schedule and Assessment

Schedule

<table>
<thead>
<tr>
<th>School Code</th>
<th>School</th>
<th>Location Id</th>
<th>Course Id</th>
<th>Section</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>ENG426</td>
<td>12</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>ENG427</td>
<td>22</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>IED665</td>
<td>11</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>IED666</td>
<td>21</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>MAT600</td>
<td>14</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>MAT601</td>
<td>24</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>PEH634</td>
<td>13</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>PEH635</td>
<td>23</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>SOC402</td>
<td>15</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>SOC406</td>
<td>25</td>
<td>S2</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>WLA643</td>
<td>16</td>
<td>S1</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>A G West Black Hills High School 445</td>
<td>WLA644</td>
<td>26</td>
<td>S2</td>
<td></td>
</tr>
</tbody>
</table>

State Assessments

<table>
<thead>
<tr>
<th>Type</th>
<th>Subject</th>
<th>Date</th>
<th>Scale</th>
<th>Level</th>
<th>Met Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASL</td>
<td>Science</td>
<td>09/28/2007</td>
<td>417</td>
<td>L3</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Math</td>
<td>09/28/2007</td>
<td>422</td>
<td>L4</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Reading</td>
<td>09/28/2007</td>
<td>402</td>
<td>L3</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Science</td>
<td>11/18/2009</td>
<td>430</td>
<td>L3</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Writing</td>
<td>11/18/2009</td>
<td>22</td>
<td>L4</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Reading</td>
<td>11/18/2009</td>
<td>410</td>
<td>L3</td>
<td>Yes</td>
</tr>
<tr>
<td>WASL</td>
<td>Math</td>
<td>11/18/2009</td>
<td>493</td>
<td>L4</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All personal data in this presentation is fictional.
Grade History Data

<table>
<thead>
<tr>
<th>Term End Date</th>
<th>Term</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits Attempt</th>
<th>Credits Earned</th>
<th>Grade Level</th>
<th>State Code</th>
<th>Gpi Code</th>
<th>Course Designation</th>
<th>Content Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/2010</td>
<td>S1</td>
<td>SC1621</td>
<td>HUM ANATOMY 1</td>
<td>B+</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>03054</td>
<td>B</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>01/2010</td>
<td>S1</td>
<td>SOC301</td>
<td>US HISTORY 1</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>04101</td>
<td>B</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>06/2010</td>
<td>S2</td>
<td>ENG903</td>
<td>ENG COMP 2 B</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>01005</td>
<td>AB</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11/2007</td>
<td>S1</td>
<td>IED601</td>
<td>TECH DRWG 1</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td>210208</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>05/2010</td>
<td>S2</td>
<td>MAT301</td>
<td>ALGEBRA 2B</td>
<td>C</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>02056</td>
<td>B</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>11/2010</td>
<td>S1</td>
<td>MAT120</td>
<td>ALGEBRA 1</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>B</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>06/2010</td>
<td>S2</td>
<td>MAT305</td>
<td>ALG 2 INT/REV</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>02069</td>
<td>B</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>06/2008</td>
<td>S3</td>
<td>BUS100</td>
<td>FR TECHNOLOGY</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td>110601</td>
<td>T</td>
<td>121</td>
<td></td>
</tr>
<tr>
<td>01/2010</td>
<td>S1</td>
<td>WLA641</td>
<td>SPANISH 1A</td>
<td>C+</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>06101</td>
<td>B</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>11/2007</td>
<td>S1</td>
<td>MUS604</td>
<td>CONCERT CHORA</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td>B</td>
<td>14</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>09/2010</td>
<td>S2</td>
<td>SCI622</td>
<td>HUM ANATOMY 2</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>03054</td>
<td>B</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>01/2009</td>
<td>S1</td>
<td>ENG200</td>
<td>SOPH ENG 1</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td>10</td>
<td>01002</td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>06/2010</td>
<td>S2</td>
<td>SOC302</td>
<td>US HISTORY 2</td>
<td>B+</td>
<td>0.50</td>
<td>0.50</td>
<td>11</td>
<td>04101</td>
<td>B</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>03/2008</td>
<td>S1</td>
<td>BUS100</td>
<td>FR TECHNOLOGY</td>
<td>B+</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td>110601</td>
<td>T</td>
<td>121</td>
<td></td>
</tr>
<tr>
<td>06/2008</td>
<td>S2</td>
<td>ENG100</td>
<td>FR ENGLISH</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>03/2008</td>
<td>S2</td>
<td>BUS100</td>
<td>FR TECHNOLOGY</td>
<td>B+</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>110601</td>
<td>T</td>
<td>121</td>
</tr>
<tr>
<td>06/2008</td>
<td>S2</td>
<td>ENG100</td>
<td>FR ENGLISH</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>03/2008</td>
<td>S1</td>
<td>BUS100</td>
<td>FR TECHNOLOGY</td>
<td>B+</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>110601</td>
<td>T</td>
<td>121</td>
</tr>
<tr>
<td>06/2008</td>
<td>S2</td>
<td>ENG100</td>
<td>FR ENGLISH</td>
<td>B</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>03/2008</td>
<td>S2</td>
<td>BUS100</td>
<td>FR TECHNOLOGY</td>
<td>B+</td>
<td>0.34</td>
<td>0.34</td>
<td>09</td>
<td></td>
<td>110601</td>
<td>T</td>
<td>121</td>
</tr>
</tbody>
</table>

All personal data in this presentation is fictional
Clicking on the Request Records button will direct you to an “Official Request for Records” page.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>John</th>
<th>SSID:</th>
<th>District Student Id:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Name:</td>
<td>Tumwater School District</td>
<td>District Code:</td>
<td>34033</td>
</tr>
<tr>
<td>School Name:</td>
<td>A G West Black Hills High School</td>
<td>School Code:</td>
<td>4500</td>
</tr>
<tr>
<td>Grade:</td>
<td>12</td>
<td>Gender:</td>
<td>Female</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Demographics**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>John</th>
<th>Birth Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
<td>Birth Country:</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>CECELIA</td>
<td>Gender: Female</td>
</tr>
<tr>
<td>Primary Language:</td>
<td>English</td>
<td>Language at Home: English</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>98512</td>
<td>SSN:</td>
</tr>
</tbody>
</table>

[Request Records] [Create Extract File]
Official Request for Records

Student Name: ____________________________
District Name: ____________________________
School Name: ____________________________
SSID: ____________________________
School District: ____________________________
High School: ____________________________
District Code: ____________________________
School Code: ____________________________
District Student Id: ____________________________
Grade: ____________________________
Gender: ____________________________
Date of Birth: ____________________________

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:

School District
107 1st N.
Washington
Phone: 360

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?

Yes
No

All personal data in this presentation is fictional
WASHINGTON STATE
Student Records Exchange
Confirmation of Records Request

All personal data in this presentation is fictional.
This is an automatic notification that the student listed below has enrolled at High.

This notification serves as an official request for records and can be used as a confirmed transfer.

<table>
<thead>
<tr>
<th>District Student ID</th>
<th>SSID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Grade</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

High School
Magic
A Town, Washington 98335
Phone: 555-1234

The request was generated by Emily Test at High, who can be reached at Emily.Test@anyemail.com.

Thank you,

OSPI Customer Support

You are receiving this message because you have the Student Records Exchange role at your organization, or because you have the CEDARS District Administrator role and no one else has the Student Records Exchange role at Harbor High School. If someone else should be receiving these emails, please contact your district data security manager.
WASHINGTON STATE

Student Records Exchange

Printing or Extracting the Student Data

Student Records Exchange

Aberdeen School District

Student Detail

Student Name: John CECELIA  SSID:  District Student Id:
District Name: Tumwater School District  District Code: 34033  Grade: 12
School Name: A G West Black Hills High School School Code: 4500  Gender: Female Date of Birth:

Demographics

First Name: John  Birth Date:
Last Name: CECELIA  Birth Country:
Middle Name: Gender: Female
Primary Language: English  Language at Home: English
Zip Code: 98512  SSN:

Request Records  Create Extract File

File Download

Do you want to open or save this file?

Name: CEDARS_SRX.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: eds:tst:osp:k12.w.us

Open  Save  Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What’s the risk?

All personal data in this presentation is fictional.
WASHINGTON STATE
Student Records Exchange

› SRX Access & User Roles – Contact your District Data Security Manager

› SRX User Guide - [http://www.k12.wa.us/CEDARS](http://www.k12.wa.us/CEDARS)

› Customer Support – [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)
  (800) 725-4311, Option 1
THANK YOU

QUESTIONS?