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Introduction

The Open Doors (1418) Youth Reengagement (reengagement) program is a reengagement system that provides education and services to students, ages 16-21, who have left the K12 system without a diploma or are not likely to graduate from high school due to being credit deficient.

Reengagement programs reengage disconnected students through programs that:
- Encourage community partnerships.
- Create multiple pathways for students to realize success.
- Provide an on-ramp to post-secondary achievement through a performance based, individualized support model.

RCW 28A.175.100 directs OSPI to adopt rules to implement the provisions of Engrossed Second Substitute House Bill 1418 (2010). OSPI has consulted with community colleges (SBCTC), dropout reengagement programs, school districts, ESD’s, and the Workforce Board, as well as, approved providers of online learning when making these rules. These rules are listed in Chapter 392-700 WAC.

The decisions to develop a reengagement program should be based on data informed processes that identify the youth who have disengaged, and explore common barriers and support needs for these students. Programs should be developed using the principles of best practice to target these barriers, and provide supports and alternative pathways to success. Partnerships with districts, colleges, and agencies should be formed where the activities of the partners mutually reinforce these established goals.
Accessing the Youth Reengagement Application

Log on to EDS (Education Data System).

Don’t have an EDS account?

Users new to EDS will select ‘Create an Account’ from the EDS log in screen.

Each EDS user should have just one EDS account – the username and email address should be updated when the EDS account holder moves from one district/organization to another.

Don’t see the application?

If the application is not appearing on your application list, you will need to contact your District Data Security Manager.

District Data Security Managers manage account access for all individuals within their district. The addition of a role to a user’s account can only be performed by an authorized District Security Manager, not by OSPI.

When you contact your District Security Manager, ask for the ‘Youth Reengagement Basic User Role’.
Home Tab

Deadline
Deadline for submitting the annual report is listed on the home tab

CEDARS Administrators

If the pre-populated list of students is not accurate, correct the list by resubmitting CEDARS data with the corrected information. For questions regarding your CEDARS data, please contact your CEDARS district administrator(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

For questions regarding application functionality, please refer to the Open Doors Youth Reengagement:

Completion Status

Indicates the completion status of the Student List report.

There are three possible report statuses:

- Not Started: Indicates that the student list has not been accessed.
- In Progress: Indicates that the student list has been accessed, but that data entry is not complete.
- Completed: Indicates that data entry has been completed for all students within the district.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Student List Tab

Students are included on the Student List tab based on the following business rules. Students whose school and reengagement program record are submitted successfully to CEDARS will be populated in the application. If a student has multiple enrollment segments, there will be a separate record for each enrollment span. In order for multiple enrollment segments to populate correctly, unique enrollment and program participation records must be submitted to CEDARS that reflect each occurrence.

If the pre-populated list of students is inaccurate, students are missing, or data populated for a student(s) is inaccurate the corrections must be made by resubmitting updated data to CEDARS. For questions or assistance regarding your CEDARS data, contact your CEDARS Administrators (listed on the Home tab).

To view a complete list of the students contained in the Student List Tab, including pre-populated data, click on the Download Students link. See the snapshot below. The downloaded file can be used by districts to distribute to program providers to compile outcome data for students served in the reporting year. See the additional information below this section regarding compiling and entering or uploading student data to the application.

**Non-consortium Model**: Students attending re-engagement schools in their resident district (including if the educational services come from a direct service agreement with a college, community based organization or for profit company).
1. Student is enrolled in the reporting school year.
2. Student is reported in Element C10 – Is Primary School as “Yes.”
3. Student is reported in Element I06 Attribute or Program Code of 40 – Student is participating in a 1418 Reengagement Program.
4. Elements I07 Start Date and Element I08 Exit Date (indicating when a student started and stopped reengagement participation) must be within the school enrollment span.
   a. E.g., school enrollment = November 1 to April 30. I07 and I08 must be within these parameters.
5. Student is reported in Element I10 Qualification Code with a valid value from CEDARS Appendix R.
6. The Resident District reported from Appendix R matches Element B02, C02, I02 - Serving County District Code.

**Consortium Model:** Students attending re-engagement schools outside of their resident district (the district has joined an ESD consortium, where the ESD owns the school code).

1. Student is enrolled in the reporting school year.
2. Student is reported in Element C10 – Is Primary School as “No.”
3. Student is reported in Element I06 Attribute or Program Code of 40 – Student is participating in a 1418 Reengagement Program.
4. Elements I07 Start Date and Element I08 Exit Date (indicating when a student started and stopped reengagement participation) must be within the school enrollment span.
   a. E.g., school enrollment = November 1 to April 30. I07 and I08 must be within these parameters.
5. Student is reported in Element I10 Qualification Code with a valid value from CEDARS Appendix R.
6. Student must also be reported to CEDARS by the entity providing reengagement services.
   a. Student must be reported in Element C10 – Is Primary School as “Yes” by this entity.
   b. Element I10 Qualification Code reported must be the same value as reported by the school district (step 4).

Below is a sample snapshot of the page that will be displayed when district level user or administrative user click on their Student List page.
Search and Sort Records
To filter for a specific student, type the student's name or SSID into the Search bar. The Student List may be sorted by clicking on any of the column names.

View Individual Student Data
To view a student’s information click on the “Edit” button that corresponds to the student’s record. You will be directed to a page that displays data pre-populated from CEDARS and fields for you to enter data.

A student’s record is comprised of data provide by two sources. From data pre-populated from CEDARS and data that is either hand entered student by student or uploaded to the application using the Upload Student Data File Upload process within the application.

The information below describes the different data sections within the Student Data page and identifies if the information is pre-populated from CEDARS or entered into the application via hand entry or File Upload.

Information and instructions as to how to upload a file to the application is provided below in the section titled Upload Student Data Tab

Student Demographics

Pre-populated from CEDARS
- First Name
- Middle Name
- Last Name
- Gender
- Current Age (age calculated as of Sept 1 of reporting school year)
- Date of Birth
- District Student Code
- Race/Ethnicity

### Student Demographics

<table>
<thead>
<tr>
<th>First Name</th>
<th>Current Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Middle Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>District Student Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnicity</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### District Entry/File Upload

There is no district provided data in this section.

### Enrollment

**Pre-populated from CEDARS**
- Serving District Name
- School Name
- Program Provider (CEDARS element I10 Qualification Code)
- Program Start Date (CEDARS element I07 Start Date)
- Graduation Requirements Year
- Student Eligible by Age? (Student is eligible at age 21 if they obtained age 21 AFTER September 1 of the serving school year)
- Student Eligible by Graduation Status (Student is not eligible if there is a school withdrawal, prior to program enrollment, of G0, GA, GB, or C2)
- Number of days enrolled including weekends and holidays
- Was Student Previously Enrolled in Reengagement Program
- Number of Credits Earned Prior to Enrollment in Program (sum of all credits reported for the student in CEDARS element H12, prior to Program Start Date CEDARS element I07)
- Last Date of School Prior to Enrollment

### District Entry/File Upload

- Eligible by Credit Deficiency –WAC 392-700-035 identifies 6 ways in which a student may qualify for participation in a reengagement program. If the program that your district is associated with only sent Y/N responses rather than detailed information about credit deficiency, please use the following crosswalk:
  1. more than 24 months- earned less than 65% of required credits
  2. between 12 and 24 months-earned less than 70% of required credits
  3. less than 12 months- earned less than 75% of required credits
  4. passed cohort graduation date by 12 months or more
5. never attended 9th grade
6. has been recommended- waiver on file

- Last Date of School Prior to Enrollment (Override): This should only be used if there is no data (or inaccurate data) in Last Date of School Prior to Enrollment due to the student previously being out of state.

### Student Attributes and Programs, Program Exit Status, State Assessments

**Pre-populated from CEDARS**

Student Attributes and Programs- It is vital that the information populated in this section is as accurate as possible. Please review your student data to ensure the data recorded for your students is as accurate as possible. If the data is inaccurate, corrected data must be submitted to CEDARS. The data will then be updated within the application.

- Special Education
- Limited English Proficiency
- Free/Reduced Price Meal Eligibility
- 504
- Homeless
**Program Exit Status**
- Has the Student Exited the Program

![Program Exit Status]

**State Assessments**
- Confirm the Number of State Assessments that the student has passed *while in the program*

![State Assessments]

**District Entry/File Upload**
There is no district provided data in this section.

**High School Indicators of Academic Progress for the School Year While Served in Program**

*Pre-populated from CEDARS*
- Did the student earn a High School Equivalency Certificate (GED™)?
- Number of high school credits that the student earned while served in program, in the reporting school year.

**District Entry/File Upload**
- High School Equivalency Measures that the student has successfully completed (the four components of the GED™) [Check All that Apply]; if selected, a new field will appear for the user to input a date
  - English Language Arts
  - Math
  - Social Studies
  - Science
- Did the student earn a High School Equivalency Certificate (Override)? [Check box] This will only display if the pre-populated question “Did the student earn a High School Equivalency Certificate (GED™)?” is “No.”
- Number of Adult Basic Education (ABE) or high school equivalency certificate courses that the student successfully completed. [Text Field; Whole Numbers; 2 digits; Default to blank]
- Number of grade level curriculums in core academic subject areas (that do not earn high school credit) that the student successfully completed. [Text Field; Whole number; 3 digits; default to 0]
- Number of core academic subject areas that the student made significant gains in. (Demonstrated through pre and post testing.) [Drop-Down Menu] 0; 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 13; 14 (default to blank)
- Number of approved college readiness courses that the student successfully completed. [Text Field; Whole number; 3 digits; default to blank]
- Number of English as a Second Language (ELL) courses that the student successfully completed. [Drop-Down Menu] 0; 1; 2; 3; 4; 5; 6 (default to blank)
- SBE high school graduation requirements (except assessments) that the student successfully completed.

### College Indicators of Academic Progress for the School Year While Served in Program

**Pre-populated from CEDARS**

There is no pre-populated data in this section.

### District Entry/File Upload

- Number of college credits that the student earned.
- Did the student enroll in a college level course for the first time?
- Number of College Certificates from a 40 hours minimum program that the student earned (may/may not be an industry recognized certificate)
Workforce Indicators of Academic Progress for the School Year While Served in Program

**Pre-populated from CEDARS**
There is no pre-populated data in this section.

**District Entry/File Upload**
- Number of job search/retention courses that the student successfully completed. [Text Field; Whole number; 3 digits; default to blank]
- Number of paid or unpaid work based learning experiences that the student successfully completed. [Text Field; Whole number; 3 digits; default to blank]
- Number of short term industry recognized certificates (equaling at least 40 hours) that the student earned. [Text Field; Whole Number; 2 digits; Default to blank]

**Credentials Earned This Year**

**Pre-populated from CEDARS**
- Did the student earn a High School Diploma?
- Did the student earn any Industry Recognized Certificates?

**District Entry/File Upload**
- Did the student earn a college degree?
- Indicate the number of Industry Recognized Certificates that the student earned: This question is only available if the prepopulated question “Did the student earn any Industry Recognized Certificates?” is “Yes.”

**How to Save / Mark a record as Complete**

Student records whose district required data is provided using the Upload Student Data feature, if all required data is included in the upload, will automatically be marked as Complete. If not all of the district provided data is included in the upload, e.g., Number of college credits that the student earned is blank as the student did not participate in this program, the students record will need to be marked Completed.

Student records whose district data is hand entered will need to be individually saved and marked as Complete.

For records that need to be Saved and marked as Complete, the user has five options which are located at the bottom of each individual student page. The options are as follows:

- The “Save” button will save the current fields
- The “Mark Complete” check box is designed to assist with the data entry process. This allows you to add numbers and “Yes” values where needed, and then auto-complete the rest of the form. **It will autofill blank Yes/No fields with “No” and text fields with 0 if data has not been provided at the time of completion.**
  - When a student is complete (all fields have data), the student’s record will be highlighted in gold on the Student List page and at the top of the Student Information page.
- The “Save & Go to Previous Student” and “Save & Go to Next Student” will save the current student’s fields and then load the previous or next student in the list.
- The “Cancel” button will take you back to the Student List page and will not save any data input onto the page.

**Validation:**

- After all students have been reviewed, have all required data input, and are considered complete, you can select “Mark Complete” under Student List Tab.
- This locks the data both pre-populated and district provided into the application.
District provided student data that is required to complete the application

- Districts are required to compile the outcome data from program providers for students served in Reengagement during the reporting school year.
- There are two options to obtain a Student File Upload Template which is to be used to compile the outcome data.
- Districts can opt to download a pre-populated student template, found within the Student List Tab, or a blank template, which is found within the Upload Student Data Tab. It is recommended that districts utilize the pre-populated list from the application to ensure all students served in the reporting school year are included and data is completed for these students.
- To download a pre-populated Student File Template, use the Download Students link found in the Student List tab, see snapshot below.
- To download a blank Student File Template follow the directions below in the Upload Student Data Tab section.
**Upload Student Data Tab**

The Upload Student Data Tab offers several features for use in compiling and/or uploading program data for students who participated in Reengagement during the reporting school year. Within the Upload Student Tab districts may upload completed student data. In addition, a blank student file template can be downloaded following directions below.

**Student Data File Upload Template**

To download a blank template click on the Student Data File Upload Template found on the File Upload page. See highlighted section in snapshot below. If the district opts to download a blank template it can be populated from data contained in the Download Students file or completed by the service provider.

**Important** - columns A-G and K-M are required fields. They must be completed in order for the file to upload successfully.

The template should be provided to program, or service, providers so they can complete the outcome data for students served during the reporting school year.
**File Upload**

Districts can upload a completed Student File Template following the directions provided on the Upload Student Data tab.

**Student Data File Upload Instructions:**

1. Select your file to upload by using the "Choose File" button below.
2. Once your file is selected, it will be uploaded.
3. Select the link File Upload Results to review your data.
4. View the Error Log to see if any errors were identified; correct errors and resubmit as needed.
5. Return to Student List and filter your list to find any remaining student records that are not finalized.

For more information on the Student Data File Upload process, please see the Youth Reengagement Student Data File Upload User Guide.

To download a Student Data File Upload Template, click here: Student Data File Upload Template.

- Please click the "Choose File" button to select your file.

**NOTE:** Make sure that the file is in the required format (.csv or comma separated) and the required data elements for every student are completed.

**Reports Tab**

There are two reports available within the Reports tab, a student and an aggregate level report.

**Reengagement Student Data – Student Level**

This report allows the district to view the final student level data submitted for their students served during the reporting school year.

- This report does not offer a download feature. Districts can download and view the final student data by using the Download Students link found in the Student List tab, see snapshot below.
Reengagement Student Data – Aggregate Student Data

This report allows the district to view the aggregate outcome data, by program provider, for each of the Reengagement programs offered to students in their district in the reporting school year.

- This report does not offer a download feature. Districts can select all, copy and paste the information in excel or other selected format to save and review.
Contact Us

For questions regarding Open Doors Youth Reengagement laws and implementation, please contact Laurie Shannon at Laurie.Shannon@k12.wa.us or call (360) 725-4472.

For questions regarding reporting procedures, application functionality, or data certification, please contact Lisa Ireland at Lisa.Ireland@k12.wa.us or call (360) 725-6358.

For technical questions, please contact OSPI Customer Support at CustomerSupport@k12.wa.us or call 1-800-725-4311.