

**CEDARS VTC Question and Answer Session**  
**9/30/2009 10:30 AM -12:30 PM**

**General Information**

- All communications resulting from this meeting will be sent to data centers who will distribute information to their respective districts.

**Predefined Questions**

**1a – Disability**

**Steve Gerhardt (WSIPC) / OSPI**

Students without a disability were coded with a 0 as a default per the data manual. If one student is improperly coded the system applies the error to all students. (Tonasket SD - Sherri Tower)

- Students without a disability were coded with a 0 as a default per the data manual.
- Note: The original question referenced SSID but the primary question related to Disability.

**1b – SSID**

**Julie Williams (WSIPC) and OSPI**

An error is occurring when a user tries to import newly assigned SSID numbers into WESPAC. (Tonasket SD - Sherri Tower)

- OSPI is working on this issue.
- If districts are not seeing all SSIDs, run an SSID import and choose an SSID assigned date range with a start date of 8-20-09 and no end date. If the SSID import does not work please contact OSPI for help.
- Users should ignore the “SSID does not exist” error. OSPI is working on this issue.
- For SSID Submission History, click SSID submission exception and choose a start date of 8-20-09 and no end date.

**2a - Concatenation Logic**

**Julie Williams and Steve Gerhardt (WSIPC)**

SchoolStudent: A valid SchoolStudent.SchoolWithdrawalCode is required when SchoolExitDate is provided. Why are SC/FTE/RET/ADV codes seen as a withdrawal? (Marysville SD - Debbie Anderson)

- When exit and re-entry have no days between and no state withdrawal type, concatenation logic combines the records into one record that therefore has no withdrawal.
- This logic is not currently working in CEDARS as it did for CSRS.
- WSIPC hopes to have this corrected by the October Standard Release.
- Districts should not change any business practices for Status Changes, Adv/Ret.

**2b - Concatenation Logic**

**Julie Williams and Steve Gerhardt (WSIPC)**

Students with a withdrawal code that does not have State Type (retained or advanced) have records in the file C-School Student File. These students are continuously enrolled and should not have a record for this withdrawal in the School Student File. These records are generating an error in CEDARS “School Withdrawal code is required when the school exit date is provided”. These students have not exited the school and should not have a record in the School Student File. (ESD 101 - Juli Reed)

- Please see answer 2a

**2c - Concatenation Logic**

**Julie Williams and Steve Gerhardt (WSIPC)**

Status Changes have caused and continue to cause errors in CEDARS. (ESD 114 - Cathy Hays)

- Please see answer 2a

**2d - Concatenation Logic**

**Julie Williams and Steve Gerhardt (WSIPC)**

SchoolStudent: SchoolEnrollmentDate must be greater than or equal to the DistrictEnrollmentDate AND less than or equal to the DistrictExitDate. This error occurs on students who leave a district and then return

at a later date even when their most recent entry date is changed to the date they reenter. (Marysville SD - Debbie Anderson)

- WSIPC is working on this issue.

**3 - Primary School** **Julie Williams and Steve Gerhardt (WSIPC)**

School Student Error: SchoolStudent.IsPrimarySchool can only be 'Y' for a single school within a district for an enrollment span (SchoolEnrollmentDate and SchoolExitDate). (Marysville SD - Debbie Anderson)

- WSIPC hopes to have this corrected by the October Standard Release.

**4a - Teachers/Staff** **Julie Williams and Steve Gerhardt (WSIPC)**

StaffSchedule: StaffSchedule.ServingCountyDistrictCode, StaffSchedule.StaffId, StaffSchedule.LocationId, StaffSchedule.CourseId, StaffSchedule.SectionId and StaffSchedule. Term combination must be distinct. Why is the system looking at alternate teachers? (Marysville SD - Debbie Anderson)

- WSIPC needs to report all staff on a meet pattern if there are team taught, multiple certified staff, principal as Primary, and teacher as alternate. When terms are the same and staff are different, WSIPC needs to report both.
- All teachers can be sent to OSPI as it can determine those staff that need to be certificated.
- The correction of the period issue may have resolved this. If not, please send examples generated after 9-19-09 to WSIPC.
- OSPI will determine whether errors on alternates will impact district files

**4b - Teachers/Staff** **Julie Williams and Steve Gerhardt (WSIPC)**

Team teachers and other similar scenarios where there are two different teachers, a primary and an alternate, are causing errors in the Staff Schedule file. It appears that WSIPC fixed the scenarios for elementary classes where the teacher has two meets, one for 1st period and 1 for 2nd period. However, when there are four meets due to team teaching, the error returns. (ESD 114 - Cathy Hays)

- Please see answer 4a

**4c - Teachers/Staff** **Julie Williams and Steve Gerhardt (WSIPC)**

Do teachers in all meets get included in the CEDARS extract? Note: I thought they were going to add an indicator to include or exclude the teacher from the extract. I cannot find the indicator. (NCESD - Rick Carlock)

- Yes, teachers in all meets are reported.
- An indicator was considered but was not implemented as a need has not been found as yet.
  - If there are situations where a specific teacher in a class should not be reported please contact WSIPC.

**5a - Bilingual**

**OSPI, Julie Williams and Steve Gerhardt (WSIPC)**

BilingualPrograms: Required Field: BilingualProgram.InstructionalModelCode must be a char with a max length of 1. Do we need to go back and put in the Instruction Model on students who have been in prior years? (Marysville SD - Debbie Anderson)

- OSPI - Please put in what you have for CURRENT students. If you are able to provide for past students, we would appreciate it, but only current students are required.
- WSIPC - We include any record where the Exit Date or Start Date falls within the current school year. Those records will be reported, therefore will need the Instructional Model Code and other required elements.
- Errors on non-current records can be ignored.

**5b - Bilingual**

**Steffanie Campbell and Julie Williams (WSIPC)**

For bilingual reporting, end users are currently required to end the service and create a new record when a student changes entities so that the entity where the student is receiving services is being reported. In many districts there are a considerable number of student records that therefore require data entry. I know that a mass update utility has been discussed, etc. but why does the entity information have to come from the bilingual record. If they are receiving services report Yes and use the student's primary school for the entity reported. Remove the entity field from the LEP field all together. (Grandview SD - Pamela Wilcox)

- WSIPC is considering the Mass Change utility to determine whether it is the best solution.
- The Entity field has to be there if there is a requirement in CEDARS for a Location.
- WSIPC will meet regarding the removal of the Entity requirement for LEP, although this is always dangerous as some districts use fields such as Entity for different purposes.
- WSIPC reports based on whether a student is enrolled in the program, it does not report based on "receiving services". WSIPC does not control this.
- If exiting a program due to a move, districts should use code D in Bilingual reporting.
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**5c - Bilingual**

**Mark Schultz (WSIPC) and OSPI**

Application to import bilingual data instructional model code, test score information and exit date.

- OSPI is researching how soon the Bilingual data is needed from CEDARS.
- WSIPC is considering how to most efficiently accomplish this.
- A mass change utility that will be available from Skyward in the Fall may provide a quick fix.
  - As districts use different data sources, they will be able to decide whether or not to use this feature.

**6a - Student Programs**

**Julie Williams and Steve Gerhardt (WSIPC)**

StudentPrograms: StudentPrograms.StartDate and StudentPrograms.ExitDate must both be greater than or equal to DistrictStudent.DistrictEnrollmentDate and less than or equal to DistrictStudent.DistrictExitDate. There seems to be a disconnect on Student Programs. On some of the errors the start date is in the parameters above. Also, it shows some students with student programs who do not have the same information in WESPaC. (Marysville SD - Debbie Anderson)

- This is occurring because some files in CEDARS include students if they were active at any time during the current school year. Other files, like the one including Free/Reduced, want only students active at the time of the file submission.
- A logic issue which leaves previously entered data in cache needs to be corrected in order to solve this issue. This issue will be corrected in the October Standard Release.
- OSPI - If districts receive this error from CEDARS please call customer support.

Comment [a1]: 6d explanation

**6b - Student Programs**

**Steve Gerhardt (WSIPC)**

Student Programs: Combination of ServingCountyDistrictCode, LocationId, DistrictStudentId and ProgramCode must not have overlapping StartDate and EndDate. There seems to be a disconnect on this

one too. It shows students with dates in student programs, but the location is from a previous school, not their present school. (Marysville SD - Debbie Anderson)

- Resolved by user. User was looking at what entity the student was in now instead of what entity they were in when the student program record was added.

**6c - Student Programs**

**Julie Williams and Steve Gerhardt (WSIPC)**

Student Programs - It appears that we are still sending records with WA/NCLB and we thought that those would be sent from the NCLB2. This is causing duplicate errors. (Asotin High School - Sheila Witters)

- Terminology of Special Programs is in CEDARS file name and an area in WESPaC.
- Not all data in the Special Program file is taken from the Special Programs area of WESPaC.
- Please refer to the CEDARS Data Element Reporting 2009-2010 handout.
- WSIPC still reports many programs from data on WA/NCLB. Bilingual and Homeless were moved to NCLB-2, but other programs remain on WA/NCLB.
- Districts do not need to clean out data from WA/NCLB records that are no longer current.

**6d - Student Programs**

**Steve Gerhardt (WSIPC)**

Food service - why is Skyward sending records on inactive food service members? (Asotin High School - Sheila Witters)

- This is occurring because some files in CEDARS include students if they were active at any time during the current school year. Other files, like the one including Free/Reduced, want only students active at the time of the file submission.
- This issue will be corrected in the October Standard Release.

**6e - Student Programs**

**Julie Williams and Steve Gerhardt (WSIPC)**

Student program errors are looking at old data in the program field back to 2004... some did not have end dates. Is this something that will be fixed? (ESD 113 - Kris Truax)

- No end date or an exit date within the current year equals an active record.

**7 - Entity 000**

**Steve Gerhardt (WSIPC)**

Location: Required Field: Location.SchoolCode must be a char with a length of 4. Should the district entity 000 be included in the CEDARS download? (Marysville SD - Debbie Anderson)

- Entity 000 should not be included.
- 000 will not be included in the CEDARS Location file for most districts; it will appear only if a district added it as a school.
- The CEDARS program will specifically exclude 000 after the October Standard Release.

**8a - Special Ed****Steffanie Campbell and Steve Gerhardt (WSIPC)**

Special Education Students who are inactive in Basic Education are being included in the Special Education Programs file. Students inactive in Basic Ed are not supposed to be getting a record in file K - Student Special Education Programs. These student have a Date Exited from district, they should not be included. (ESD 101 - Juli Reed)

- WSIPC is currently including all Special Ed Students in the file and need to exclude those no longer active in the district. This will resolve many Special Education related errors.
- This will be resolved in the October Standard Release.

**8b - Special Ed****Steffanie Campbell and Steve Gerhardt (WSIPC)**

In speaking with OSPI, the only Special Education exit reason codes they are interested in are the four listed in the data manual when they pertain to students that are remaining in the district (1. Re-evaluated and no longer receiving (exited) Special Education services, 2. Aged Out, 3. Graduated with High School Diploma and 4. Parent Revokes Consent for Special Education Services). The problem arises when there is an exit reason entered on a student that does not meet one of those 4 reasons – student left the district, was pre-enrolled no show, etc. There must be an exit reason code so the student shows as being exited for other state reports, but since those codes are not being reported as a 1, 2, 3 or 4 an error message is occurring on the OSPI site. Should WSIPC only be pulling those exit reasons that meet the 4 types and not all exit codes? (Grandview SD - Pamela Wilcox)

- WSIPC needs to re-evaluate the "commonly" used codes that we translated to equal codes 1-4. See answer 8a.
- WSIPC needs to only report exit codes where it is blank or code 1-4.
- Once we no longer report "inactive" students, the errors on the "other" students will no longer be received, because the records will not be in File K any longer.

**8c - Special Ed****Steffanie Campbell and Steve Gerhardt (WSIPC)**

What is the status of the Special Education Exit Code reason situation where OSPI has stated that WSIPC should not be reporting any student other than a 1, 2, 3, or 4? (ESD 114 Cathy Hays)

- See 8a.

**9 - Misc****OSPI**

What is the October pull date / submission date for 2009-10? (Lake Washington SD - Laurel Morton)

- The October pull date / submission date for 2009-10 is October 15th.
- Submissions are required no later than the 15th of every month. However, we suggest that you submit earlier so you are able to identify any issues and report them (and we have time to fix them).

**10 - Misc****OSPI**

Will the records change/update between the October pull date and the November submission date? (Lake Washington SD - Laurel Morton)

- Yes - if you update the data in subsequent submissions. That said, CEDARS is able to pull data in different ways. We can pull what was there on October 15th; we can pull what was there on October 15th with changes made through the November submission date; we can pull what was there on a particular day. This is one of the new features that comes with CEDARS. It is very helpful to OSPI in responding to data inquiries we receive.

**11 - Misc**

**OSPI**

Do I verify the P105 Ethnic report (OSPI) to the October 1<sup>st</sup> LWSD P-223? If I do verify the data to the P-223, and the count days are not the same, as well as the data selection, I will find discrepancies. Am I correct to update (or confirm) the record directly from our most current student record? (Lake Washington SD - Laurel Morton)

- OSPI is researching this and will communicate their response shortly.
- Reference the P105 that CEDARS will be the source.

**12 - Misc**

**OSPI**

What is the deadline date for making necessary changes on the OSPI Web site? (Lake Washington SD - Laurel Morton)

- OSPI is researching this and will communicate their response shortly.

**13 - Misc**

**OSPI**

At present my district has numerous "submission errors" from 9/18 that are not true errors, but OSPI programming glitches per a phone call back from EDS support. Is there some location where these known problems are posted so I can determine which real errors need to be researched vs. the errors that will be corrected by OSPI fixes? (White River SD - Pat DeGroot)

- OSPI is sending out weekly emails to data administrators on known CEDARS issues and their status. You may also contact customer support.

**14 - Misc**

**OSPI**

In the past I have used the October 1 ethnic count enrollment numbers as a point of reference for other reporting. How will CEDARS collection impact this report? (White River SD - Pat DeGroot)

- OSPI is researching this and will communicate their response shortly.

**15 - Misc**

**Julie Williams (WSIPC) and OSPI**

When a student leaves the district and we don't know where they're going, we give them a "negative" withdrawal code (i.e., U1 (unknown), D4 (school not for me), etc.). At a later date (sometimes several months), we may get a request for records from his/her new school and so we go into the student system and change the withdrawal code to a TO- transfer out of district. In the past with CSRS, we had to go into Manage Students and change that withdrawal code so we did not get a hit on the P210. Do we still need to do this with CEDARS? (Ferndale SD - Jill Green)

- OSPI - You should make the change in your student information system. The new information will be sent to OSPI in the next weekly pull.
- WSIPC - This depends on the school year that the update to the withdrawal is made. If within the same school year, then no updates are needed to Manage Students. If within the next school year, updates are needed in Manage Students.

**16 - State Course Codes**

**Julie Williams (WSIPC)**

When will there be a report available that will show all of the course code information required for CEDARS so that people can verify where things are missing and what has been entered (i.e. all fields under the State Details and Washington State Specific areas)? (Grandview SD - Pamela Wilcox)

- This will be available with the October Standard Release - Course Report by Course and Section reports (UDF).

**17 - Title 1 Funds****Julie Williams (WSIPC)**

A district wants to know if they can check the school wide option for schools in the entity/school info and they will be included as school wide in CEDARS by placing a Yes to all students, or does the district have to identify every student in the special programs area for school wide Title I to report as a Yes? (ESD 113 - Kris Truax)

- CEDARS requires a date (not just Y/N) for this element so the School Wide option does not allow us to report the information correctly in CEDARS.
- If the Mass Change utility does not resolve this WSIPC will work with OSPI to determine if schools have to report students if the school is approved as a whole.
- OSPI is researching whether or not districts need to input information into the NCLB tab for all students.

**18 - Birth Country****OSPI and Julie Williams (WSIPC)**

We were told that Title III Migrant Birth Country needs to be entered on the WEB side of the program for CEDARS to pick it up. In discussing this with our Bilingual Migrant coordinator, she says that Title III is not necessarily Migrant – it is ELL and some of the students may be Migrant. So the question is when is the Birth Country required? For all ELL students or Just Migrant or Immigrants? I am confused about what CEDARS is requiring for Bilingual data as a whole. The WEB side has much more information than the PAC side but I believe some of it is optional at this point. (Ferndale SD - Jill Green)

- OSPI will communicate a response regarding the Title III Migrant Birth Country question shortly.
- WSIPC - WEB vs. PaC.
  - More fields exist on Web than PaC because enhancements are added to Web only going forward.

**19 - Misc****OSPI**

Is there a more recent edition of the Data Correction Manual than the October 2008 version and where is it located? (Cashmere SD - Tori Tinker)

- The Data Correction Manual referred to in this question is for CSRS not CEDARS. A Data Correction Manual is not currently available for CEDARS.
- Once OSPI has completed the SSID cleanup, a CEDARS Data Correction Manual will be released.

**20 – Misc****OSPI**

How do we correctly interpret the data corrections and apply them to our SIS – WESPAC for corrections/revisions? I am having a lot of difficulty reading page 9 of the data correction manual (How to interpret error reports) and tying it to the errors we are receiving and then referring back to my SIS to make corrections. (Cashmere SD - Tori Tinker)

- The Data Correction Manual referred to in this question is for CSRS not CEDARS. A Data Correction Manual is not currently available for CEDARS.
- Once OSPI has completed the SSID cleanup, a Data Correction Manual will be released.

**21 – Misc****Steve Gerhardt (WSIPC) and Julie Williams (WSIPC)**

What fields are being used to report running start students, Home School Students and Foreign Exchange? Are these Optional? (Ferndale SD - Jill Green)

- See CEDARS Data Element Reporting 2009-2010 handout.
  - Home School students need Student Category Code with a Category Type of HOM.
  - Foreign Exchange students need Student Category Code with a Category Type of FOR or Category Code of \*F1 or F1\*.
  - These fields are not optional.
  - If a program is not found, they will be reported as N.
  - Running Start students are not marked as such in the CEDARS file.

## 22 - Misc

**Julie Williams (WSIPC)**

I would like to have a conversation about what other districts are doing about Skills Center Classes. We have one district who is receiving errors because they schedule students into the actual class they will transcribe when a student completes a skills center course. The class is also a Tech Prep course so the course designator is checked appropriately. The error they are receiving is because they do not have a CIP code in the course. The CIP and Tech Prep data is being reported by the Skills Center as they collect the voc FTE and report the voc data to the state. So, it seems like the easy thing to do is remove the course designation however, if they do that they will need to go in to each student manually and check the designation for tech prep after the class becomes historical which is very time consuming. Is it practicable to enter a CIP code and be certain there are zero minutes in each section so that the district does not accidentally calculate voc FTE for this class?? If they schedule the student into a placeholder only, then they still have to go in and transcribe the credit each time. Additionally, they include progress grades from the skills center on report cards traditionally. I am curious is other districts who send students to skills centers are having the same challenge or have another idea to resolve this error. (ESD 114 - Cathy Hays)

- Please submit to SharePoint as a Forum topic, or as a Roundtable discussion for the November Coordinator Meeting.

### Open Q&A

#### November 1st Special Education Completion date.

- Districts will have until December 1<sup>st</sup> to clean up data.
- The October Standard Release should resolve many of the issues.
- Please contact the CEDARS help desk if errors occur.

#### Crystal Report to Mimic LRE Report

- WSIPC is developing a Crystal Report that districts can check against the November 1<sup>st</sup> count data pull from CEDARS.

#### Exception Report

- The exception report for CSRS was possible as the edit process occurred at WSIPC.
- An exception report for CEDARS similar to the CSRS report is unlikely as syncing with OSPI is a difficult process.