

OSPI

# SSID User Guide and Policy

Using the Comprehensive Education Data and Research System to obtain State Student  
Identifiers

Customer Support  
September 2017

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## Introduction

The Comprehensive Education Data and Research System (CEDARS) must accommodate multiple ways for school districts to obtain State Student Identifiers (SSID) for students. OSPI offers districts two ways to accomplish this:

- Sending a bulk SSID submission file to CEDARS
- Manually typing in an individual student's data via CEDARS Screen Entry

The ability to uniquely identify students for assessments is critical. Students must have a record in TIDE in order to participate in state assessments, and the only way a student can have a record in TIDE is if that student has a valid, unique State Student Identifier (SSID).

All CEDARS submissions (including previous years) must contain an SSID for every student record submitted which will allow for faster and more accurate matching and searching for students.

## Using the Bulk SSID Upload

One way to acquire SSID numbers is through the CEDARS SSID Bulk Upload process. Districts create extracts from their Student Information System (SIS) for students without SSID numbers and upload the file to CEDARS for processing. This occurs outside of a standard CEDARS submission. The bulk SSID submission is also used early in the school year to associate new students (either kindergarteners or newly enrolled) to your school and district prior to sending a CEDARS submission. The Direct Certification for Free Lunch processes use the data from the Bulk SSID uploads to associate a potential enrollment at your school and district during summer months until the CEDARS Submission deadline of October 15 each year. This means that students submitted through the Bulk SSID upload during those months can be seen in the Direct Certification for Free Lunch system.

The bulk SSID file must be a tab-separated values text file with the following header fields. The header fields marked "optional" means that the data for that column is optional, the header is still required. (See also the [SSID Bulk Upload File Definitions](#)):

- **ServingDistrict** – The 5-digit code used to identify your district.
- **DistrictStudentId** – The code used to identify the student in your district.
- **LastName** – **The preferred last name of the student.**
- **FirstName** – **The preferred first name of the student.**
- **MiddleName** – **The preferred middle name of the student.**
- **BirthDate** – Send in MM/DD/YYYY format.
- **Gender** – "M" or "F"
- **DateEnrolledInDistrict** (optional)
- **ServingSchool** (optional)
- **DateEnrolledInSchool** (optional)
- **GradeLevel** (optional)

## Step 1 – Upload File

To do a bulk upload, first login to CEDARS and select “SSID” from the top menu bar. Then, select “SSID File Upload” from the left menu under the title, “SSID Submission.”

From this screen, select “Browse” and find your saved bulk SSID file extract from your SIS and click “Save.”

If your extract file does not have correct headers, a message will appear in red at the top of the screen.

## Step 2 – Check Status

Check the status of your bulk upload by clicking on “SSID Submission Results” from the left menu. Once the Submission Status says “submission processed,” you can check on the results of your upload.

## Step 3 – Check Errors

Check that your SSID Bulk upload was processed without errors by clicking on the View Error Log for your upload.

The screenshot shows the 'SSID Submission Results' page. The left sidebar has a menu with 'SSID Submission Results' circled in red. The main content area shows a table with columns: View All Results, View Error Log, Submitted Date, File Name, Submitted By, and Submission Status. A red arrow points to the 'View Error Log' link for the first record.

View All Results	View Error Log	Submitted Date	File Name	Submitted By	Submission Status
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/14/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/11/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/26/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/21/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/1/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/23/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/16/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/10/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	4/28/2017	3'	TXT	submission processed

If the submission results shows ‘No results returned.’ all records in the submission were successfully uploaded.

The screenshot shows the 'SSID Submission Results' page with submission details. A red arrow points to the 'View All Results' link.

**Organization:** School District  
**File Name:** 3'.TXT  
**Submitted By:**  
**Date Submitted:** 7/14/2017  
**View All Results**  
**No results returned.**

If your upload contains errors, you must take action. Below is an example of errors for specific records within a SSID Bulk upload. Each record with an error will display with an error message.



## SSID

School District

### SSID Submission Results

This page displays the SSID submission errors for the last twenty (20) CEDARS SSID submissions. Please select which submission you'd like to view errors for by clicking the date link in the "Submitted Date" column.

[Back](#)

Organization:

File Name:

Submitted By:

Date Submitted:

[View Error Log](#)

Download  
Format:



Total Records : 44

Submission Id	District Student Id	Date Submitted	Result	SSID	Last Name	First Name	Middle Name	Birth Date	Gender	Date Enrolled In District	Serving School	Date Enrolled In School	Grade Level
		2017	New SSID - No match found	2									
		2017	Ambiguous - Multiple Exact Match										

Accessing results from the SSID Submission Results page

[Home](#) [Submissions](#) [SSID](#) [Reports](#) [Students](#) [Courses](#) [Staff](#) [Location](#) [Student Records Exchange](#) [Search Students](#) [Admin](#)

Student Match

Student Validation

Download SSIDs

SSID Reports

- Multiple SSIDs
- Merged SSIDs
- Shared SSIDs

SSID Submission

- Screen Entry
- SSID File Upload
- SSID Submission Results

## SSID

### SSID Submission Results

This page displays the SSID submission errors for the last twenty (20) CEDARS SSID submissions. Please select which submission you'd like to view errors for by clicking the date link in the "Submitted Date" column.

<a href="#">View All Results</a>	<a href="#">View Error Log</a>	Submitted Date	File Name	Submitted By	Submission Status
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/14/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/11/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/26/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/21/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/1/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/23/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/16/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/10/2017	3		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	4/28/2017	3		submission processed

Accessing results from the from the Error Log page.

[Home](#) [Submissions](#) [SSID](#) [Reports](#) [Students](#) [Courses](#) [Staff](#) [Location](#) [Student Records Exchange](#) [Search Student](#)

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## SSID

### SSID Submission Results

This page displays the SSID submission errors for the last twenty (20) CEDARS SSID submissions. Please select which submission you'd like to view errors for by clicking the date link in the "Submitted Date" column.

[Back](#)

Organization: School District

File Name: 3

Submitted By:

Date Submitted: 7/14/2017

[View All Results](#)

No results returned.

## Step 5 – Student Match

Any records with a potential match go into “Student Match.” Click on Student Match on the left hand menu. To see all possible matches, leave the search parameters blank and click the “Search” button.

The screenshot shows the 'SSID' section of a web application. The left-hand navigation menu has 'Student Match' highlighted with a red circle. The main content area is titled 'Student Match' and includes instructions: 'Click Search to search all students who don't have an SSID and need to be matched in your district, or you can input the student's district student id, first name, or last name below to search the student to be matched.' Below this text are three input fields labeled 'District Student Id:', 'First Name:', and 'Last Name:'. A green 'Search' button is positioned below the 'Last Name' field. The left-hand menu also lists other options like 'Student Validation', 'Download SSIDs', 'SSID Reports', and 'SSID Submission'.

This search will return all possible matches resulting from Bulk Upload and Screen Entry. If there are no possible matches for the students you have submitted via the bulk SSID upload (all new students), then you will see the message, “No records found.”

This screenshot shows the same 'Student Match' page, but with a red message at the top of the main content area: 'No records found'. The instructions and search fields remain the same. The left-hand navigation menu is also visible, with 'Student Match' still highlighted.

If you have matches to make, you will see those students listed:



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

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

**Student Match**

For assistance with SSID matching, please review the CEDARS SSID User Guide found here: <http://k12.wa.us/CEDARS/Training.aspx>.

Your Student		Possible Matches							
Name:		<input type="radio"/> SSID: 1386043782							
DOB:	9/1/2002	Name	DOB	Gender	School Year	District	Student Id	Enrolled	School
Gender:	F		9/1/2002	F	2010-2011				
Student Id:			9/1/2002	F	2011-2012				
School:			9/1/2002	F	2009-2010				
Grade:			9/1/2002	F	2010-2011				
Level:		<input type="radio"/> New student to the Washington education system <input type="radio"/> Remove from match -- all related records will also be removed from loading							
Name:		<input type="radio"/> SSID: 9196960146							
DOB:	10/20/1998	Name	DOB	Gender	School Year	District	Student Id	Enrolled	School
Gender:	F		7/29/1998	M	2013-2014				
Student Id:			7/29/1998	M	2013-2014				
School:			7/29/1998	M	2014-2015				
Grade:			7/29/1998	M	2011-2012				
Level:		<input type="radio"/> New student to the Washington education system <input type="radio"/> Remove from match -- all related records will also be removed from loading							
Name:		<input type="radio"/> SSID: 9209863973							
DOB:	11/16/1998	Name	DOB	Gender	School Year	District	Student Id	Enrolled	School
Gender:	F		11/16/1998	F	2013-2014				
Student Id:			11/16/1998	F	2013-2014				
School:			11/16/1998	F	2013-2014				
Grade:			11/16/1998	F	2013-2014				
Level:		<input type="radio"/> New student to the Washington education system <input type="radio"/> Remove from match -- all related records will also be removed from loading							
Name:		<input type="radio"/> SSID: 7996362693							
DOB:	8/23/1999	Name	DOB	Gender	School Year	District	Student Id	Enrolled	School
Gender:	M		8/23/1999	M	2014-2015				
Student Id:									

Save Previous Download

Privacy Policy Disclaimer Customer Support: 1.800.725.4311

The left column, Your Student, displays the data you’ve submitted about the student in Bulk Upload or Screen Entry. If the data in this column is incorrect, click on the “Remove from match – all related records will also be removed from loading” radio button, click save at the bottom, and resubmit the record with the correct information.

Under the “Possible Matches” column, CEDARS has attempted to find students across the state who might be the same as your student. Using the information provided under the “Possible Matches” column to confirm previous enrollments will ensure the quality of the SSID for your student. If your student has a match on the page, select the radio button next to the corresponding SSID number and click save. This will match your student with the existing SSID.

If the student is new to Washington, select “New Student to the Washington education system” and CEDARS will assign a brand-new SSID. If the student is not new to Washington but the Possible Matches are not your student, please select “Remove from match – all related records will also be removed from loading,” and check that the name, date of birth and gender are accurate in your system for the student. Contacting the previous school district where the student attended would be beneficial to identifying the student’s appropriate SSID.

Once you have completed the matches on the page, click the save button at the bottom:



A student record may show multiple times on the Student Match page. This can occur when a request for an SSID is done multiple times for the same student. For example, two records in Student Match will appear if an SSID Bulk Upload file and SSID Screen Entry has been done for the same student. It can also occur when multiple SSID Bulk Upload files are submitted and processed for the same student. If this occurs, please resolve one of the records on the match screen by matching to an existing SSID or creating a new SSID. Then, remove the other records from match. Make sure to save your changes.

Students may also end up on the Student Validations page. Where the Student Match is used to match students to SSIDs, the Student Validation page is used to confirm changes to the demographic data associated with an SSID e.g., name, birth date, gender, or district student ID.

## Using SSID Screen Entry

School Districts that want to acquire a single SSID number can do so through the CEDARS SSID Screen Entry process. Districts will need to have the District Assigned Student ID, Preferred First Name, Preferred Last Name, Preferred Middle Name, Birth Date and Gender available to enter on screen for the individual student.

To begin, select “SSID” from the CEDARS menu tabs at the top, under “SSID Submission,” select the: “Screen Entry” from the left menu:

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

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

> Student Match  
> Student Validation  
> Download SSIDs  
> SSID Reports  
    o Multiple SSIDs  
    o Merged SSIDs  
    o Shared SSIDs  
> **SSID Submission**  
    o **Screen Entry**  
    o SSID File Upload  
    o SSID Submission Exception

**SSID**

**SSID Request**

Please complete all required fields, then click "Save". Required fields are noted by an asterisk (\*).

If you are requesting an SSID for the purpose of registering a student to take an online assessment and enrolled in your district, you must also accurately enter the "School" and "Grade Level" fields. The school reported here will be used to report assessment results back to the district.

\*Serving School District: Issaquah School District  
\*District Assigned Student ID:   
\*First Name:   
Middle Name:   
\*Last Name:   
\*Birth Date: (MM/DD/YYYY)   
\*Gender: ☐ Male ☐ Female  
School:   
Grade Level:

Enter the data for the student on screen and select “Save.”

The next screen will provide you with the student's SSID number or take you to the Student Match screen (see Step 5) Once you have an SSID for your student, you will need to enter it into your Student Information System.

## Downloading SSIDs

The Download SSID menu can be accessed by either selecting the “Download SSIDs” link from the left menu under the Submissions tab. This process provides you with a list of SSIDs that were created via the SSID Screen Entry or Bulk Upload processes.

There are three options to search for SSIDs that were created:

1. All
2. SSID Assigned Date Range
3. District Enrollment Date Range

The screenshot shows the CEDARS Test Web Server interface. The top navigation bar includes links for Home, Modules, Submissions, SSID, Reports, Students, Edit Data, Student Records Exchange, Search Students, and Admin. The SSID menu is highlighted. On the left sidebar, the 'Download SSIDs' option is circled in red. The main content area is titled 'SSID' and 'Download SSIDs'. It includes a search instruction: 'Please select your search criteria, then click "Search".' Below this is a 'Search By:' section with three radio button options: 'All' (selected), 'SSID Assigned Date Range', and 'District Enrollment Date Range'. A green 'Search' button is located at the bottom of the search options.

- Selecting “All” will provide you with a list of all the SSIDs assigned in your district from CEDARS.
- Selecting SSID Assigned Date Range allows you to select a specific date range in which SSIDs were created.
- Selecting District Enrollment Date Range<sup>3</sup> allows you to search for SSIDs created with a specific district enrollment date range. This date can only be submitted to CEDARS through the SSID Bulk Upload process.

## School District

[Back](#)

Download  
Format:



**Total Records : 5450**

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[illegible]

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## SSID Reports

There are three SSID Reports available under the SSID tab: Multiple SSIDs, Merged SSIDs, and Shared SSIDs. The reports can be downloaded in three formats: XLS, TXT, and PDF.

## Multiple SSIDs

This report displays students who may have more than one SSID in the CEDARS system. The results are determined by students with an exact match on Preferred Last Name, Preferred First Name, Birth Date and Gender. Please be aware that there are students who match exactly on the criteria who are indeed different students.

You may find students who are listed as attending a district other than yours; please pay close attention to these as the student may have transferred. There are two options in this report; only students who have more than 1 SSID in your district and all possibilities.

If you find and confirm that a student has multiple SSIDs, please see the SSID Policy regarding how to request an SSID merge. Once done, the student(s) will no longer show on this report.

Please note, if a student appears on this list and, the students are indeed different, the student will not be removed from this list.

[illegible]

## Merged SSIDs

The Merged SSIDs report displays all SSIDs that have been merged in your district. To limit your search, you can input a date in the Merge Date textbox and it will only display the students that have been merged since that date. This report shows the old SSID and the new SSID along with some demographic data about the student.

[illegible]

## Shared SSIDs

This report displays students who may share an SSID with other students in CEDARS.

If you find and confirm a student is sharing an SSID, please see the SSID Policy regarding how to request an SSID split. Once done, the student(s) will no longer show on this report.

Please note, if a student appears on this list and a split is not necessary, the students are indeed the same, the students will not be removed from this list. For example, if a student is reported with their name spelled multiple ways, John Smith and Jon Smith. The student's records with the different names will continue to appear on this list.

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SSID

School District

Logout

Possible Shared SSID

This report displays students who may share the same SSID with other students in the CEDARS system.

For questions on resolving the shared SSIDs please contact Customer Support.

☒ Only Students who share SSID in my district

☐ All Possibilities

Search

Download Format:

Total Records : 2811

1 2 3 4 5 6

Page 1 of 6

SSID	District Student ID	Last Name	First Name	Middle Name	Birth Date	Gender	District Name	Date First Reported To CEDARS

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## SSID Policy

It is important to make every attempt to ensure a student is assigned only one SSID. SSID's are used as the unique identifier for student level counts, student assessments, and student access to the online testing system, among other things. If a school district determines that a student they have enrolled has more than one previously assigned SSID, or that multiple students share one SSID, there are specific steps to be taken to resolve these issues.

### Multiple SSIDs – One Student (ACTION: SSID Merge Request)

The first step is to contact all previous districts that you believe have previously reported the student with alternate SSIDs. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSIDs are truly belonging to the same student. OSPI DOES NOT CONFIRM DEMOGRAPHIC DATA NOR PRIOR ENROLLMENT – that step is the responsibility of the current district. The second step is to notify OSPI Customer Support of your SSID merge request. To do this, send an email to [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with a subject of “SSID Merge Request” and include only the SSIDs that need to be merged. **Please do not include any additional student demographic data.** We only need the SSID number(s) to complete your request.

The process for determining which SSID number is kept is done by OSPI Customer Support and based on a number of factors:

- Which SSID has the most years of historical data?
- Are they consecutive years?
- Which one is the most recent?
- Which one potentially has high school test scores associated?

The SSID Merge function keeps one SSID and eliminates (deactivates) all other SSIDs associated. This means the deactivated SSIDs are no longer available for reporting. All previous enrollment data (across all school years) associated with the deactivated SSID is end dated in CEDARS.

If the district currently reporting the student has the SSID they are using deactivated, the data for that school year is still in the district's Student Information System (SIS). To load the student's data into CEDARS, change the SSID to the active SSID then re-submitted to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the CEDARS Non-Standard User Guide for more info.

### How Districts are Notified of a Merge

First, Customer Support replies to everyone in the email requesting the merge.

Second, we will email or call the CEDARS District Administrators of a district affected by the merge, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one school year prior will be notified either by:

1. Submission exception in CEDARS the next item they submit for that prior school year.
2. OR they can run a Shared SSID report in CEDARS.

### One SSID – Multiple Students (ACTION: SSID Split Request)

The first step is to contact all previous districts that you see have previously reported this same SSID for a different student. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSID is truly belonging to multiple students. OSPI DOES NOT CONFIRM DEMOGRAPHIC DATA NOR PRIOR ENROLLMENT – that step is the responsibility of the current district.

The second step is to notify OSPI Customer Support of your SSID split request. To do this, send an email to [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with a subject of “SSID Split Request” and include only the SSID and District grouping. **Please do not include any additional student demographic data.** We only need the SSID number and which school district goes with which student to complete your request. Multiple SSID split requests may be sent in one email but be careful to make your intended action as clear as possible.

An SSID that is split into more than one student record will deactivate the original SSID and create a new SSID for each student. The deactivated SSID is no longer available for reporting. All previous enrollment data (across all school years) associated with the deactivated SSID is end dated in CEDARS. If an SSID in your district is deactivated, the data for that school year is still in your Student Information System (SIS) and can be updated with the new, correct SSID and re-submitted to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the CEDARS Non-Standard User Guide for more info.

### How Districts are Notified of a Split

First, Customer Support replies to everyone in the email requesting the split.

Second, we will email or call the CEDARS District Administrators of a district affected by the merge, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one year prior will be notified either by:

1. Submission exception in CEDARS the next item they submit for that prior school year
2. OR they can run a Split SSID report in CEDARS.

### Timing

Since it is important to make every attempt to actively monitor and correct SSID issues as soon as they arise, Customer Support processes SSID Merge and Split requests in the order they are received. While we recognize the sometimes immediate need for an SSID correction, we will only be processing the requests that are submitted to us via email.

We anticipate that normal SSID Merge and Split processing time will be *less than 7 business days*, except during peak times such as early fall and early Spring when requests typically take a few days longer due to the high volume.

## SSID Bulk Upload File Definitions

The SSID Bulk Upload file must be submitted to OSPI in a tab-delimited text file. This file should contain a list of students that need SSID's to be assigned in your district.

**UPDATE FOR 2017-18 School Year: For the name fields (LastName, FirstName, MiddleName), report the Preferred Name for students. The field names remain the same, but report the preferred name.**

The following fields must be included:

**Field Name:     ServingDistrict**

Data Type:     char

Size:           5

Allow NULL?    No. Data is required.

Description:    The 5-digit county district code for the district submitting the data.

Business Rules: Report the code representing the school district as assigned by OSPI. Use leading zeros as necessary.

Example:        12345

Valid Values:   Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.

**Field Name:     DistrictStudentId**

Data Type:     varchar

Size:           50

Allow Null?    No. Data is required.

Description:    This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example:        123456789012 or 124 or TG096

**Field Name:     LastName**

Data Type:     varchar

Size:           60

Allow Null?    No. Data is required.

Description:    The preferred last name of the student. If the student's preferred last name is their legal last name, Element B36 and Element B06 – Legal Last Name should contain the same last name.

Business Rules: **Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred last name.**

Example:        Smith

**Field Name:     FirstName**

Data Type:     varchar

Size:           60

Allow Null?    Yes. Conditional.

**Description:** May be left blank only when student has no first name. The preferred first name of the student. If the student's preferred first name is their legal first name, Element B37 and Element B07 – Legal First Name should contain the same first name.

**Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred first name.

**Example:** Sally

**Field Name:** **MiddleName**

**Data Type:** varchar

**Size:** 60

**Allow Null?** Yes. Conditional.

**Description:** May be left blank only when student has no middle name. The preferred middle name of the student.

**Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred middle name. Preferred Middle Name is not collected in the 2017-18 CEDARS Data Manual. This name will not appear or be searchable in CEDARS.

**Example:** Rachel

**Field Name:** **BirthDate**

**Data Type:** date

**Allow Null?** No. Data is required.

**Description:** The student's birthday.

**Business Rules:** Students who have obtained age 21 on or before August 31 of the current school year are not eligible to be served for the current school year. WAC 392–121–31 defines school year as “the annual period commencing on the first day of September”. Students who obtain age 21 on or after September 1 of the current school year are eligible to be served. Date should be formatted as MM/DD/YYYY

**Example:** 01/02/2003

**Field Name:** **Gender**

**Data Type:** char

**Size:** 1

**Allow Null?** No. Data is required.

**Description:** The student's gender.

**Business Rules:** All students must have a gender of male or female assigned.

**Example:** M

**Valid Values:** F – Female, M – Male

**Field Name:** **DateEnrolledInDistrict**

**Data Type:** date

**Allow NULL?** Yes. Data is optional.

**Description:** The date on which the student began school in the district.

**Business Rules:** The enrollment date must be on or after Element B09 – Birth Date, and can be no more than six months greater than the date in which the file is being submitted. Date should be formatted as MM/DD/YYYY

**Example:** 01/01/2000

**Field Name: ServingSchool**

Data Type: char

Size: 4

Allow NULL? Yes. Data is conditional.

Description: This is a four–digit code assigned to the school by OSPI.

Business Rules: The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).

Example: 1234

Valid Values: Refer to EDS for valid values: <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>

**Field Name: DateEnrolledInSchool**

Data Type: date

Allow NULL? Yes. Data is optional.

Description: The date on which the student began school.

Business Rules: The school enrollment date shall be reported in the current school year in which the enrollment occurred. Date should be formatted as MM/DD/YYYY

Example: 09/01/2014

**Field Name: GradeLevel**

Data Type: varchar

Size: 2

Allow NULL? Yes. Data is conditional.

Description: The current grade level of the student.

Business Rules: Students should have a grade level assigned based on district policy and consistent with the Grade Level Codes below.

Example: 1 or 01

Valid Values: Refer to the valid values table in Appendix E, found in the CEDARS Appendices, located at <http://www.k12.wa.us/CEDARS/Manuals.aspx>. A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.

## Contact Us

OSPI Customer Support  
Information Technology Services  
Office of the Superintendent Public Instruction

Toll-free: 1.800.725.4311, option 7

Direct: 360.725.6371

Email: [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)

Online: <http://www.k12.wa.us/CEDARS/default.aspx>