

# Career Launch Programs – CEDARS

## Data Reporting Requirements

### Program Summary

Career Launch (CL) programs are part of the Career Connect Washington (CCW) initiative. Career Launch programs provide students with real-life work experience related to their classroom studies. Students graduate with skills to be competitive in the job market and with a valuable credential beyond a high school diploma.

### Reporting Requirements

When a Career Launch program is endorsed, the Washington State Board for Community and Technical Colleges (SBCTC) assigns the CL program a specific code that starts with a “K” indicating it is a K-12 CL program. This code becomes the ‘qualification code’ associated with the Career Launch program code that allows for submission and tracking of students participating in these programs.

Students participating in Career Launch programs must have data submitted to OSPI’s data system, Comprehensive Education Data and Research System (CEDARS), identifying the program they are participating in.

### Capturing and Submitting Data for Career Launch Students

Districts must first capture/enter data for their Career Launch program students in their local Student Information System (SIS). A district’s SIS Administrator or CEDARS District Administrator can provide instructions or assistance in where to capture Career Launch program data for their students within their SIS.

This data is then included in their district submissions to CEDARS. This data is submitted in CEDARS Student Attributes and Programs File (I) –

- Elements 106 – Attribute or Program, with a valid value of 69 – Career Launch
  - This valid value is in [CEDARS Appendices, Appendix F – Student Attributes & Programs](#)
- Element 107 – Start Date
  - Provides the date the student began participation in the program
- Element 108 – Exit Date
  - If the student ceases participation in the program, provide the date the student exited program participation
- Element 109 – Exit Reason Code



- Element I10 – Qualification Code, with a valid value that identifies the Career Launch program the student is participating in
  - The valid values, assigned to a district at the time of program approval, are in [CEDARS Appendices, Appendix AJ](#)
    - The CEDARS Appendices are updated quarterly during the school year, adding approved programs as appropriate

### Multiple Program Type Participation

If a district offers more than one Career Launch program students may opt to participate in more than one program. Students who participate in more than one program must have a unique program record for each Career Launch program submitted to CEDARS.

Students participating in multiple Career Launch programs must have unique, not overlapping start dates submitted to CEDARS. This is because the Student Attributes and Programs File (I) structure requires each program record to have a unique combination of data points. If the combination is not unique, a validation will fire and the record will not load to CEDARS. To resolve the issue create a unique record, or combination of data elements, by altering the start date of one of the overlapping records by one calendar day. If there are more than two overlapping participation spans, all overlapping records must have different start dates reported to Element I07 – Start Date.

<i>Example of How to Submit a Student Participating in Multiple Career Launch Programs</i>						
School Year (I01)	Serving County District Code (I02)	SSID (I04)	Location ID (I05)	Attribute or Program Code (I06)	Start Date (I07)	Qualification Code (I10)
2022	12345	1234567890	1234	69 (Career Launch)	09/01/2021	K998
2022	12345	1234567890	1234	69 (Career Launch)	09/02/2021	K999

### Reporting Guidance

The [CEDARS Reporting Guidance](#) has a section, titled Career Launch, that provides additional information that a district may find useful when capturing and submitting data for their CL students.

### Program Assistance

Additional resources and contact information regarding Career Launch programs is available on the OSPI [Career & Technical Education \(CTE\)](#) site.

For questions when submitting CL program student data to CEDARS please contact [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us)