Completing the Data Template
Youth Reengagement Data Template

Purpose

Each year Open Doors Youth Reengagement programs must complete and submit an End of Year (EOY) data report, sometimes called annual reporting. The Youth Reengagement Data Template spreadsheet is provided to the program staff by the district for completion. When a district has a partner who delivers Open Doors programming to students, such as a college, community-based organization, or ESD, the partner is responsible to complete the Data Template spreadsheet.

What to expect

The data for the EOY reporting is gathered from program providers and staff. It is most often completed by program instructors or those who have access to student progress metrics. The outline of what is to be collected, and by when, is in WAC 392-700-175: Required documentation and reporting (3) Annual Reporting. This document details the exact data elements, below.

Rules for completing the template:

1. Do **not** add or input any student names. If you notice that the student name fields are blank, or that some student names are missing, **stop** and contact your district.
    a. For EOY reporting, the template must come to you pre-populated with all the student names provided.
    b. If you do not see a student name, or names, there is an error with your template that the district must fix. Request a new Data Template with names prepopulated.
    c. If students are properly entered into CEDARS, the template that you receive will have the *expected amount* and *expected names* of students who were served by the program in the academic year. Properly entering students in CEDARS is the district's responsibility – sometimes this needs to be fixed by the district.
    d. All student names must be populated from CEDARS. The district will need to check that the students are properly coded into CEDARS as *Youth Reengagement (Open Doors)* enrolled. After this check, a new template can be issued to you.
2. Data entry should only occur into *existing blank fields* within the template.
3. Do not change the order of the reporting template's categories. If the columns of the template are moved out of their original order, the file will not upload. The columns must remain in the original order.
4. Do not add to or remove the reporting template's columns. If the template design is changed by adding or removing columns, the template will not upload.

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5. Do not change the reporting template's categories or titles. If the headers or titles of the template are changed, the template will not upload.
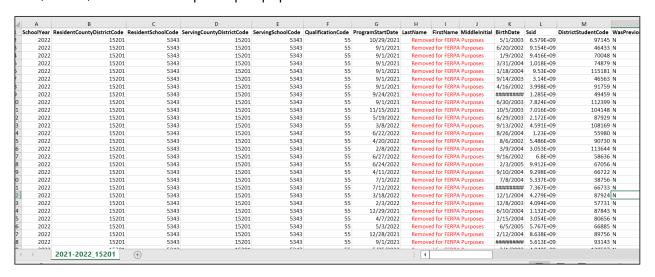
The district upload is coded specifically to the template's original design. Data entry should only occur into existing blank fields within the template.

What does the template look like?

The Youth Reengagement Data Template is formatted as a spreadsheet. It spans columns A-AI. There are blank versions and pre-populated versions.

For the **EOY reporting**, partners such as community-based organizations, ESDs, and colleges should receive a spreadsheet from the district with some fields pre-populated.

The columns that should be pre-populated include columns A-N, and P; U; AC; AI. The screen shot, below, shows an example of pre-populated columns A-N.

SchoolYear	ResidentCountyDistrictCode	ResidentSchoolCode	ServingCountyDistrictCode	ServingSchoolCode	QualificationCode	ProgramStartDate	LastName	FirstName	MiddleInitial	BirthDate	Ssid	DistrictStudentCode	WasPrevio
2022	15201	5343	15201	5343	55	10/29/2021	Removed for FERPA Purposes			5/1/2003	6.579E+09	97145	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			6/20/2002	9.154E+09	46433	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			1/9/2002	9.416E+09	70048	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			3/31/2004	1.018E+09	74879	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			1/18/2004	9.53E+09	115181	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			9/14/2003	3.14E+09	46563	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			4/16/2002	3.998E+09	91759	N
2022	15201	5343	15201	5343	55	9/24/2021	Removed for FERPA Purposes			#########	1.285E+09	49459	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			6/30/2003	7.824E+09	112399	N
2022	15201	5343	15201	5343	55	11/15/2021	Removed for FERPA Purposes			10/5/2003	7.016E+09	104148	N
2022	15201	5343	15201	5343	55	5/19/2022	Removed for FERPA Purposes			6/29/2003	2.172E+09	87929	N
2022	15201	5343	15201	5343	55	3/8/2022	Removed for FERPA Purposes			9/13/2002	4.591E+09	108169	N
2022	15201	5343	15201	5343	55	6/22/2022	Removed for FERPA Purposes			8/26/2004	1.23E+09	55980	N
2022	15201	5343	15201	5343	55	4/20/2022	Removed for FERPA Purposes			8/6/2002	5.486E+09	90730	N
2022	15201	5343	15201	5343	55	2/8/2022	Removed for FERPA Purposes			3/9/2004	3.053E+09	113644	N
2022	15201	5343	15201	5343	55	6/27/2022	Removed for FERPA Purposes			9/16/2002	6.8E+09	58636	N
2022	15201	5343	15201	5343	55	6/24/2022	Removed for FERPA Purposes			2/3/2005	9.912E+09	67056	N
2022	15201	5343	15201	5343	55	4/11/2022	Removed for FERPA Purposes			9/10/2004	9.298E+09	66722	N
2022	15201	5343	15201	5343	55	7/1/2022	Removed for FERPA Purposes			7/8/2004	5.337E+09	38756	N
2022	15201	5343	15201	5343	55	7/12/2022	Removed for FERPA Purposes			#########	7.367E+09	66733	N
2022	15201	5343	15201	5343	55	3/18/2022	Removed for FERPA Purposes			12/1/2004	4.279E+09	87924	N
2022	15201	5343	15201	5343	55	2/3/2022	Removed for FERPA Purposes			12/8/2003	4.094E+09	57731	N
2022	15201	5343	15201	5343	55	12/29/2021	Removed for FERPA Purposes			6/10/2004	1.132E+09	87843	N
2022	15201	5343	15201	5343	55	4/7/2022	Removed for FERPA Purposes			2/15/2004	3.054E+09	80656	N
2022	15201	5343	15201	5343	55	5/3/2022	Removed for FERPA Purposes			6/5/2005	5.767E+09	66885	N
2022	15201	5343	15201	5343	55	12/28/2021	Removed for FERPA Purposes			2/12/2004	8.638E+09	89756	N
2022	15201	5343	15201	5343	55	9/1/2021	Removed for FERPA Purposes			#########	5.613E+09	93143	N

2021-2022_15201

Data elements to enter

Below is the list of data elements that need to be hand entered, by you, into the spreadsheet. Notice that each of the fields have entry rules. This includes the data type and examples of what answers can look like once when properly entered.

Field Name: CreditDeficientEligible

Field Name in Application: Eligible by Credit Deficiency?

Data Type: Whole Number
Allow NULL?   No. Data is required.
Example: 1
Valid Values: 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
6 - has been recommended-waiver on file

Field Name: LastDateInSchoolOverride

Field Name in Application: Number of Weeks out of School Prior to Enrollment

Data Type: Whole Number
Allow NULL?   Yes. Data is optional.
Business Rules: A date must be provided if the date displayed in the Youth Reengagement EOY application 'Last Date of School Prior to Enrollment' is incorrect.
Example: 1

Field Name: HasEnglishEqMeasureDate

Field Name in Application: Completion Date of the High School Equivalency Measures (the four components of the GED™) (English)

Data Type: Date
Allow NULL?   Yes. Data is optional.
Business Rules: A date must be provided if the student took and passed the English Equivalency Measurement Test. If not, leave the field blank.
Example: 09/01/2014

Field Name: HasMathEqMeasureDate

Field Name in Application: Completion Date of the High School Equivalency Measures (the four components of the GED™) (Math)

Data Type: Date
Allow NULL?   Yes. Data is optional.
Business Rules: A date must be provided if the student took and passed the Math Equivalency Measurement Test. If not, leave the field blank.
Example: 09/01/2014

Field Name: HasSocialStudyEqMeasureDate

Field Name in Application: Completion Date of the High School Equivalency Measures (the four components of the GED™) (Social Studies)

Data Type: Date
Allow NULL?   Yes. Data is optional
Business Rules: A date must be provided if the student took and passed the Social Study Equivalency Measurement Test. If not, leave the field blank.
Example: 09/01/2014

Field Name: HasScienceEqMeasureDate

Field Name in Application: Completion Date of the High School Equivalency Measures (the four components of the GED™) (Science)

Data Type: Date
Allow NULL?   Yes. Data is optional.
Business Rules: A date must be provided if the student took and passed the Science Equivalency Measurement Test. If not, leave the field blank.
Example: 09/01/2014

Field Name: EarnedGEDOverride

Field Name in Application: Did the student earn a High School Equivalency Certificate (GED™)?

Data Type: Text
Allow NULL?   Yes. Data is optional.
Business Rules:
Example: Y
Valid Values: Y – Yes
                N - No

Field Name: ABEorGEDCoursesCount

Field Name in Application: The number of Adult Basic Education (ABE) or high school equivalency certificate courses that the student successfully completed.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules:
Example: 0

Field Name: GradeLevelCurriculumCompletedCount

Field Name in Application: The number of grade level curriculums in core academic subject areas (that do not earn high school credit) that the student successfully completed.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules:
Example: 4

Field Name: SubjectAreaGainsCount

Field Name in Application: The number of core academic subject areas that the student made significant gains in. (Demonstrated through pre and post testing.)

Data Type: Whole Number
Allow NULL?   No. Data is required.

Example: 3
Valid Values: 0
                  1
                  2
                  3
                  4
                  5
                  6
                  7
                  8
                  9
                  10
                  11
                  12
                  13
                  14

Field Name: CollegeReadinessCoursesCompletedCount

Field Name in Application: The number of approved college readiness courses that the student successfully completed.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules:
Example: 1

Field Name: ESLCoursesCompletedCount

Field Name in Application: The number of English as a Second Language (ESL) courses that the student successfully completed.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules:
Example: 2
Valid Values: 0
                  1
                  2
                  3
                  4
                  5
                  6

Field Name: SBEHSGradationRequirements

Field Name in Application: SBE high school graduation requirements (except assessments) that the student successfully completed.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules: Indicate the number of SBE high school graduation requirements the student successfully completed while enrolled in the reengagement program
Example: 2
Valid Values: 1 - High School and Beyond Plan
               2 - Culminating Project
               3 – Both
               4 - Neither

Field Name: CollegeCreditsEarned

Field Name in Application: The number of college credits that the student earned.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Description:
Business Rules:
Example: 0

Field Name: WasEnrolledForFirstTime

Field Name in Application: Did the student enroll in a college level course for the first time?

Data Type: Text
Allow NULL?   No. Data is required.
Business Rules:
Example: Y
Valid Values: Y - Yes
               N - No

Field Name: CollegeCertificatesEarnedCount

Field Name in Application: The number of College Certificates from a 40-hour minimum program that the student earned.

Data Type: Whole Number
Allow NULL?   No. Data is required.
Business Rules:
Example: 4

Field Name: JobSearchOrRetentionCoursesCompletedCount

Field Name in Application: The number of job search/retention courses that the student successfully completed.

Data Type: Whole Number
Allow NULL? No. Data is required.
Business Rules:
Example: 1

Field Name: WorkBasedLearningExperiencesCompletedCount

Field Name in Application: The number of paid or unpaid work-based learning experiences that the student successfully completed.

Data Type: Whole Number
Allow NULL? No. Data is required.
Business Rules:
Example: 0

Field Name: ShortTermIndustryRecognizedCertificatesEarnedCount

Field Name in Application: The number of short-term industry recognized certificates (equaling at least 40 hours) that the student earned.

Data Type: Whole Number
Allow NULL? No. Data is required
Business Rules: Example: 2

Field Name: IndustryRecognizedCertificatesEarnedCount

Field Name in Application: Did the student earn any Industry Recognized Certificates?

Data Type: Whole Number
Allow NULL? No. Data is required.
Business Rules:
Example: 1

Field Name: EarnedCollegeDegree

Field Name in Application: Did the student earn a college degree?

Data Type: Text
Allow NULL? No. Data is required.
Business Rules:
Example: N
Valid Values: Y - Yes
N - No

Final steps

When the data entry into the spreadsheet is complete, send the file to the **district**. The district is responsible to upload the completed Youth Reengagement Data Template file to OSPI.

The upload to OSPI is coded specifically to the template's original design. If changes occur to the spreadsheet's formatting, the file will not successfully upload, and you may be requested to redo the data entry into a new, unaltered Data Template spreadsheet.

Help and resources

Thoroughly review the *EDS User Guide* and other resources on the Open Doors Resources webpage. Look for the "**End of Year (EOY) Annual Data Reporting**" expandable menu.

If after reviewing the guidance and videos you still need assistance, requests can be submitted to AskSI@k12.wa.us . Response times may vary significantly.