

Student Records Exchange (SRX)

Overview

Student Records Exchange (SRX) is a new Education Data System (EDS) Application designed to give schools immediate access to possible transfer student data that is critical for placing said students in the appropriate classes, programs and services. In this business process, school staff will be able to view and download data about a student that had been previously reported by other school districts.

In this electronic process, the school enrolling the student (receiving school) searches the state-level CEDARS database for the new student, requests a copy of the state's records as reported in CEDARS regarding the student, reviews the student's information including their historical assessment scores and places the student in the most appropriate classrooms, curriculum and programs. The school that previously served the student (sending school) is then immediately informed via email notification that the receiving school is viewing a student they previously reported. The receiving school can also choose to request the student's records from the sending school. When the receiving school has obtained the hardcopy student records, they can check them against what they had electronically collected from SRX and file the official transfer documents. This electronic process does not replace the need for the student's official transfer documents, and CEDARS does not contain all of the information that would be included in that official record.

The intent of the SRX application is that it is to be used only to review information about a student known to be enrolling in your school and that information can only be viewed or downloaded by a user that is assigned a specific SRX role by an appointed District Data Security Manager. Once assigned, the user will be able to view the historical information of a student per year, for a given school. The use of a "Confirmation" or "Disclaimer" page enables the system to send an email to the other district to inform them that the record of their student is being reviewed.

This document is intended to help guide the user to navigate in the Student Records Exchange system.

SRX User Roles

There are two roles specific to the SRX application in EDS:

Role Name	Description
Student Record Data Exchange User	Meal Status Information on Student Details information page is not visible
Student Record Data Exchange User (With Meal Status)	Meal Status Information on Student Details information page <i>is</i> visible
CEDARS District Administrator	CEDARS role that allows SRX access and Meal Status Information on Student Details information page <i>is</i> visible

To have one of these roles applied to your account, please contact your district data security manager. A full list of district data security managers is available here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

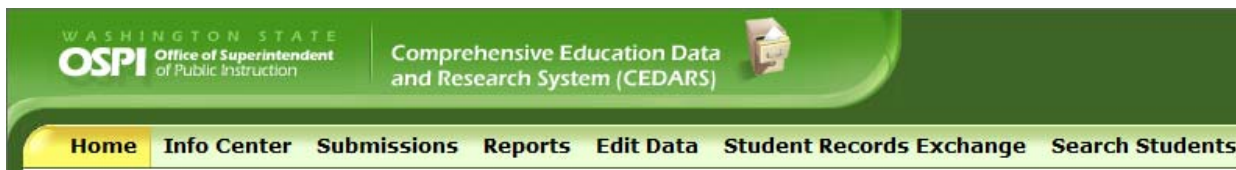
How to navigate to SRX in EDS

After logging into EDS, select the “My Applications” tab. This menu displays a list of your accessible applications. If your EDS account has one of the roles listed above, you will see a link labeled “Student Record Data Exchange” in this list. Click on the SRX link to be directed into the SRX application which is directly connected to CEDARS.



How to navigate to SRX in Cedars

After logging into EDS, select the “My Applications” tab. This menu displays a list of your accessible applications. If your EDS account has one of the roles listed above, you will see a link labeled “CEDARS” in this list. Once logged in to the CEDARS Application, you will see seven tabs along the top of the page depending on your set of permissions: 1. Home, 2. Info Center, 3. Submissions, 4. Reports, 5. Edit Data, **6. Student Records Exchange**, and 7. Search Students.



Student Records Exchange Tab

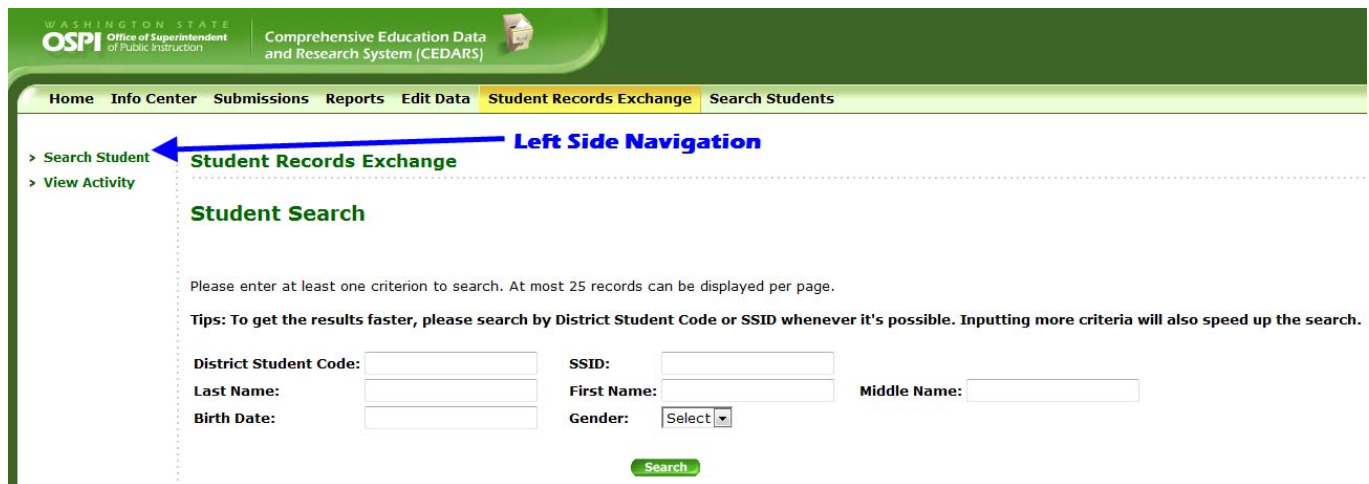
The Student Records Exchange tab gives you the ability to search for a student with a given set of criteria and then perform administrative tasks with that data for the purpose of proper enrollment into your school. Because the application searches the statewide database of students, searching by SSID or multiple criteria is the fastest way to obtain results. Once the appropriate student is located, you can view the selected student’s demographics, race, ethnicity, district & school enrollment, special education, bilingual information, programs, meal status, schedule, state assessments, single year schedule and grade history. The Student Records Exchange tab is visible to CEDARS users when they are in the CEDARS application if they have the CEDARS District Administrator role or to users with the appropriate SRX user roles (defined above). Selecting the Student Records Exchange Tab in CEDARS or from the EDS application menu displays the same options and functionality.

Left-side Navigation

SRX uses navigation on the left side of the screen. These links are available once you click the Student Records Exchange horizontal tab. There are two links on the Student Records Exchange tab: Search Student and View Activity.

“Search Student” page is the default SRX page, and the starting point for the entire application. Use this page to enter the search criteria of the potential transfer student. See the “How to use Search Student” section for further instructions.

The View Activity page shows your audit trail as an individual EDS user which lists the students you have viewed, downloaded, or requested the record of a student. See the “How to use View Activity” section for further instructions.



The screenshot shows the OSPI (Washington State Office of Superintendent of Public Instruction) Student Records Exchange (SRX) interface. The top navigation bar includes links for Home, Info Center, Submissions, Reports, Edit Data, Student Records Exchange (highlighted), and Search Students. A blue arrow labeled "Left Side Navigation" points to the left-hand menu, which contains links for Search Student and View Activity. The main content area is titled "Student Search" and includes a search form with the following fields: District Student Code, SSID, Last Name, First Name, Middle Name, Birth Date, and Gender. A "Search" button is located at the bottom of the form. A tip below the form states: "Tips: To get the results faster, please search by District Student Code or SSID whenever it's possible. Inputting more criteria will also speed up the search."

How to use Search Student

You can search for a particular student by entering data in the searchable fields: District Student Code, SSID, Last Name, First Name, Middle Name, Birth Date, and Gender. Again, searching by SSID will obtain the fastest results. When SSID is not known, you can search by any of the additional criteria. The more criteria you can provide, the faster the search will be. Entering the first few letters in one of the name criteria will return up to 25 student names beginning with those letters. Or if you want narrow the search by name, but you are unsure of the exact spelling, you may use the wildcard character “%” to provide additional search flexibility. For example, a search by lastname using the string “Has%hof” will return results like “Haslehof,” “Hasslehof,” “Hasselhoffman,” etc.). After entering the search criteria in the textboxes, click the search button to see the results of your search.

How to View the Details of the Student

From the results or list of records returned from the search performed, click the “Details” link to view the details of that student’s record. Notice that the records are broken down into a single school year for each student.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction
Comprehensive Education Data and Research System (CEDARS)

Home Info Center Submissions Reports Edit Data **Student Records Exchange** Search Students

> Search Student
> View Activity

Student Records Exchange

Student List

	School Year	SSID	District Student Code	LastName	FirstName	MiddleName	Birth Date	Gender	School	District	Date Enrolled
Detail	2004	9516294338	171136	BROWN	EMILY		12/24/1993	F		Peninsula School District	

After clicking the “Details” link, you are redirected to an affidavit page:

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction
Comprehensive Education Data and Research System (CEDARS)

Home Info Center Submissions Reports Edit Data **Student Records Exchange** Search Students

> Search Student
> View Activity

Student Records Exchange

Student Affidavit

Student Name: Mendez, Luibeth Rosa **SSID:** 5054499739 **District Student Id:** 23876

District Name: Monroe School District **District Code:** 31103 **Grade:** 12

School Name: Monroe High School **School Code:** 4528 **Gender:** Female **Date of Birth:** 6/30/1993

Submission details of the selected student:

School Year	School	Date Enrolled In District	Date Exited District	Date Enrolled In School	Date Exited School
2010-2011	Monroe High School	9/8/1998		9/5/2007	
2009-2010	Monroe High School	9/8/1998		9/5/2007	
2008-2009					

You are about to view confidential information concerning the student listed above.

By selecting I agree below, you certify that you are reviewing this student for a possible transfer to your school or district and that you are authorized to view his/her confidential information. A message will be sent to the Sending School District informing them you are reviewing this student's information. This information is being recorded.

You must select “I agree” to the disclaimer before you will be allowed to view additional details of the student. You must confirm both that the student is a possible transfer to your school or district, and that you are authorized to view his/her confidential information. By clicking the “I agree” button, you are providing OSPI with your electronic signature. So, in this example above, the student actually belongs to “Monroe School District”, that is why this affidavit page is shown. If you are trying to view students of your organization (District/School), the affidavit page will not be shown and instead you will be taken directly to the Student Details page.

PLEASE NOTE: Once you click the “I agree” button:

1. An email will be sent to the sending district/school organization who reported the student record you are viewing. The email informs them who you are, which school or district you belong to, and which student you are viewing.
2. An entry into the Activity Log is created, logging that you have viewed this particular student.

Clicking the “I disagree” button will redirect you to the previous screen.

The screenshot shows the 'Student Records Exchange' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Feedback' links. The main content area is titled 'Student Detail' and includes a disclaimer: 'Data from this page is based off of the CEDARS data submitted by this district and may not be complete.' Below this, a table lists basic demographic information:

Student Name:	O'SHAUGHNESSY, BRENDAN P	SSID:	3529114106	District Student Id:	12712
District Name:	Yelm School District	District Code:	34002	Grade:	11
School Name:	Yelm High School 12	School Code:	2633	Gender:	Male
				Date of Birth:	4/1/1998

Below this table is a 'Demographics' section with a table of fields:

First Name:	BRENDAN	Birth Date:	4/1/1998
Last Name:	O'SHAUGHNESSY	Birth Country:	
Middle Name:	P	Gender:	Male
Primary Language:	English	Language at Home:	English
Zip Code:	98597	SSN:	

At the bottom of the page, there are two tables for 'Ethnicity' and 'Race':

Ethnicity	Value
Spaniard	
Mexican/Mexican American/Chicano	

Race	Value
White	White

The first part of the Student Detail page lists the basic demographic information of the student. The additional data reported below is dependent upon what has been reported to CEDARS or is available at the state level for the following data elements:

- Ethnicity
- Race
- District enrollment
- School enrollment
- Special education
- Bilingual information
- Student programs
- Meal status (if EDS role is appropriate)
- Selected year student schedule
- State assessments
- Grade history

How to Request the Records for a Student

Clicking the “Request Records” button on the “Student Detail” page will direct you to an “Official Request for Records” page. This page displays what the official request for records email will look like and allows you to edit the address of your organization for where the records will be sent. The address block is pre-populated with the school or district address provided in the Education Data System (EDS) Directory for your organization. Selecting “Yes” on this page will trigger two tasks:

1. An official request for records email will be sent to the sending School or District informing them of your formal request for this student’s records. This email contains who you are, which school or district you belong to, and which student you are requesting records for. You will also receive a copy of this official email.
2. An entry into the Activity Log will be created, and can be used as an audit trail, tracking your request for records of this student.

After clicking the “Request Records” button, the page displays what the email will look like and allows you to edit the address of your organization where the records will be sent. The address block is pre-populated with the school or district address provided in the Education Data System (EDS) Directory for your organization. Selecting “Yes” on this page will send the email.

The screenshot shows the "Official Request for Records" page. At the top, there is a navigation bar with "Home", "Student Records Exchange", and "Logout". The main content area displays student information: Student Name: BISHOP, BRENDAN P SSIID: 3529114108 District Student Id: 12717, District Name: Yelm School District District Code: 34002 Grade: 11, School Name: Yelm High School 12 School Code: 2633 Gender: Male Date of Birth: 4/1/1994. Below this, there is a list of records to request, including Assessment scores, Attendance Record, High School and Beyond Plan, Discipline records, Immunization/screening records, Special program placement information, Special Education records, 504 Plan, Student Learning Plan/Accelerated Learning Plan, Washington State Transcript, and Withdrawal form and current grades. A note states: "Please let the requester know if you are unable to forward the official transcript due to unpaid fines/fees." The address block is pre-populated with: Peninsula School District, 14015 62ND AVE NW, GIG HARBOR, Washington 98332-8698. A blue arrow points to this address block with the text "This address block is editable". Below the address block, there is a question: "Would you like to request this student's official records from their previous school?" with "No" and "Yes" buttons. A blue arrow points to the "Yes" button with the text "Selecting 'Yes' will send this email requesting official records for the displayed student".

A final confirmation page will be shown after clicking the “Yes” button. You can then select “Return to Student Details” to work more with this particular student’s data.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

Comprehensive Education Data and Research System (CEDARS)

Home Student Records Exchange

> Search Student
> View Activity

Student Records Exchange

Official Request for Records

Student Name:	[REDACTED], BRENDAN P	SSID:	3529114100	District Student Id:	12712
District Name:	Yelm School District	District Code:	34002	Grade:	11
School Name:	Yelm High School 12	School Code:	2633	Gender:	Male
				Date of Birth:	4/1/1994


Request of Record for this student has been sent successfully.

[Return to Student Details](#)

[Privacy Policy](#)
 [Disclaimer](#)
 [Customer Support: 1.800.725.4311](#)

How to Print the Student Detail

From the Student Detail page, you can create a print friendly version of this page for printing or saving to your computer. The “Print Friendly” icon is in the top right side of the Student Details page:

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

Comprehensive Education Data and Research System (CEDARS)

Home Student Records Exchange

Search Student
View Activity

Student Records Exchange

eDS Home Help Feedback

Logout

Student Detail

Print Friendly 

Data from this page is based off of the CEDARS data submitted by this district and may not be complete.

Student Name:	[REDACTED], BRENDAN P	SSID:	3529114100	District Student Id:	12712
District Name:	Yelm School District	District Code:	34002	Grade:	11
School Name:	Yelm High School 12	School Code:	2633	Gender:	Male
				Date of Birth:	4/1/1994

Demographics

First Name:	BRENDAN	Birth Date:	4/1/1994
Last Name:	[REDACTED]	Birth Country:	
Middle Name:	P	Gender:	Male
Primary Language:	English	Language at Home:	English
Zip Code:	98597	SSN:	

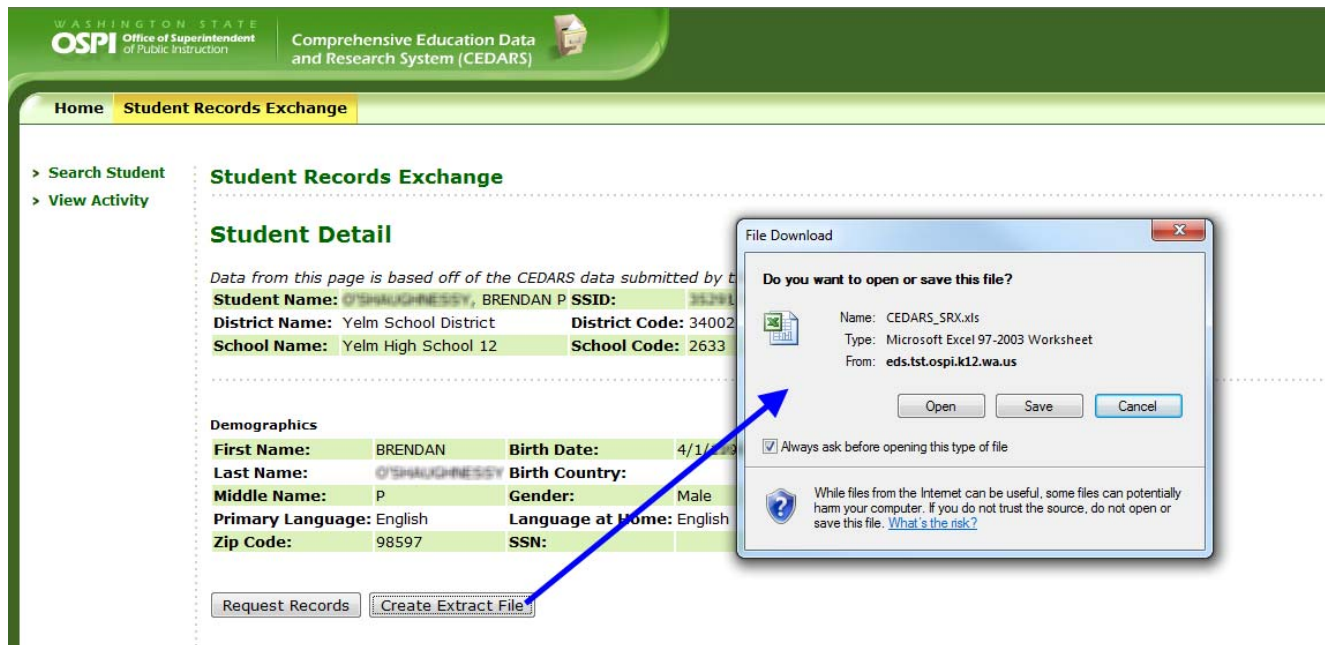
[Request Records](#)
 [Create Extract File](#)

This will redirect your screen to a printer friendly version and your local printer settings should open in a pop-up window on the screen. **Be sure to set your local printer settings to print in “Landscape” for optimum readability when printed.** In most internet browsers, it is also possible to first select “Print Preview” and set the scale to 50% or “Shrink to Fit”, which is particularly useful when printing students that have grade history records. If you have trouble printing, please work with your school or district tech support to assist with your local computer printer settings.

From the “Print Friendly” page, you must select the “back” button or arrow on your internet browser to return to the Student Detail page.

How to Create an Extract File

On the Student Detail page, select the “Create Extract File” button. A dialog box pops-up that asks where to save the file on your computer. An extract file can be saved or opened using Microsoft Excel.



The screenshot shows the OSPI (Office of Superintendent of Public Instruction) Student Records Exchange interface. The page title is "Student Records Exchange" and the sub-page is "Student Detail". The student's name is BRENDAN P O'SHAUGHNESSY, SSID: 31291. The district is Yelm School District (District Code: 34002) and the school is Yelm High School 12 (School Code: 2633). The demographics section shows: First Name: BRENDAN, Birth Date: 4/1/1999, Last Name: O'SHAUGHNESSY, Birth Country: [blank], Middle Name: P, Gender: Male, Primary Language: English, Language at Home: English, Zip Code: 98597, and SSN: [blank]. At the bottom of the page, there are two buttons: "Request Records" and "Create Extract File". A blue arrow points from the "Create Extract File" button to a "File Download" dialog box. The dialog box asks "Do you want to open or save this file?" and displays the following information: Name: CEDARS_SRX.xls, Type: Microsoft Excel 97-2003 Worksheet, and From: eds.tst.ospi.k12.wa.us. There are "Open", "Save", and "Cancel" buttons, and a checkbox for "Always ask before opening this type of file" which is checked. A warning message at the bottom of the dialog box states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

The extract file is divided up into various worksheets (tabs) that are in a format similar to the regular CEDARS submissions sent by districts. Some worksheets will not appear if a student does not have any corresponding information. For instance, a student with no special education records will not have a special education sheet in the extract.

For information on each field in the extract, please consult the CEDARS Data Manual available at <http://www.k12.wa.us/CEDARS>.

How to use View Activity

The “View Activity” page can be accessed by clicking the link in the left-side navigation. View Activity is a tool to rev view the SRX Activity Logs generated by users from your school or district. SRX tracks all usage during the process of viewing, creating extract file, and requesting records of any given student. The search page allows you to find activity associated with a specific student. If the Activity Search criteria is left blank and the search button is selected, all activity for your organization will be listed. Your organization is always listed in the top right hand corner of your EDS screen.



Once you click the “Search” button, the results page will be shown:



Tips and Tricks

The SRX application only makes use of the most current CEDARS data available for a given student. Please keep in mind that CEDARS data can be altered or removed on a daily basis by a CEDARS submission or the use of edit data.

Please keep in mind that you may come across students with multiple SSIDs when searching by name and/or birth date. On occasion, demographic information may be associated with one SSID and the same student's assessment information associated with another SSID (a multiple SSID situation).

For Additional Assistance

For SRX access and user roles – please contact your District Data Security Manager. A list of District Data Security Managers can be found here: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

For Shared or Multiple SSIDs discovered in SRX– please contact your CEDARS District Administrator, or if you are the CEDARS District Administrator, contact OSPI Customer Support: customersupport@k12.wa.us.

For all other inquiries, contact: OSPI Customer Support
Customersupport@k12.wa.us
(800) 725-4311, Option 1