

State Exchange of Education Data (SEED)



NC Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

Frequently Asked Questions (FAQ)

April 2015
Version 1



Revision History

Version	Author	Date	Changes
1.0	Vicki Humphreys	4/21/2015	Initial draft

Table of Contents

WHAT IS SEED AND WHY IS SEED IMPORTANT TO NC?4

 1. Obtain SEED Training..... 5

 2. Submit a SEED Account Maintenance form to NCDPI: 5

WHO IN MY LEA/CHARTER SHOULD HAVE ACCESS?6

WHO IS OUR LEA/CHARTER SITE SECURITY OFFICER?6

WHO DO I CONTACT FOR ASSISTANCE?6

 District Users 6

 District Administrators 7

 State Users 7

WHERE DO I SEND COMMENTS OR SUGGESTIONS REGARDING DOCUMENTS, THE WEBSITE, OR TRAINING?7

WHY DON’T I SEE NORTH CAROLINA IN THE DROP DOWN OF STATES FOR SEED?7

WHEN WILL OTHER STATES JOIN THE CONSORTIUM AND BE ADDED TO THE DROP DOWN LIST OF STATES TO SEARCH?.....8

WHO ARE THE CHARTER STATES AND WHAT ARE THE DIFFERENCE BETWEEN CHARTER STATES AND PILOT STATES?8

WHAT IS A HUB AND APPLIANCE?8

WHEN IS THE SEED SYSTEM OPERATIONAL?9

IS STUDENT DATA STORED IN THE HUB OR ANYWHERE OTHER THAN THE STATE FOR WHICH THE DATA ORIGINATED?9

HOW MUCH DATA IS PROVIDED FOR EACH STATE ON THE STUDENT RECORD?9

WHAT IS CEDS?10

IS THERE A LISTING SOMEWHERE OF WHICH STATE SHARES WHAT DATA AND HOW MUCH HISTORY?.....10

WHERE DO I GET THE INFORMATION TO CREATE THE BATCH FILE? ...10

I'M RECEIVING AN ERROR ON THE BIRTHDATE11

I'M RECEIVING AN ERROR MESSAGE WHILE ATTEMPTING TO LOGIN 11

What is SEED and why is SEED Important to NC?

The State Exchange of Education Data (SEED), formerly Southeastern Education Data Exchange, enables participating states to track, monitor, and share information for transfer students who cross state lines.

This system accomplishes two goals for participating states:

- Provide basic student information for a newly registered student transferring from a participating state.
- Identify students who transfer between the participating states but may be reflected as drop-outs by their "home" state. Participating states can more accurately reflect drop-out and graduation rates.

When these goals are met, participating states realize three primary benefits:

- Improve continuity of services for regional transfer students,
- Enhanced accuracy of graduation and drop-out rate calculations,
- Contribute to other efforts aimed at ensuring all students graduate from high school ready for a career and/or a postsecondary course of study.

The Georgia Department of Education has developed, operates, and maintains a centralized point of exchange (HUB) for routing requests and responses for information related to transfer of students across state lines for participating states in SEED. Charter states who participated in the project include Alabama, Colorado, Florida, Georgia*, Kentucky*, North Carolina*, Oklahoma, and South Carolina. *Georgia, Kentucky, and North Carolina were pilot states for the project.

Where Can I Find More Information On SEED?

Additional information on SEED can be found on the SEED website at <http://www.ncpublicschools.org/data/seed/>

How DO I Obtain Access To SEED?

1. Obtain SEED Training

❖ District Users:

Obtain training from their LEA/Charter SEED District Administrator. Once the training video is available, they may obtain training by watching the SEED User Training Video.

❖ District Administrators:

After initial rollout in March-April 2015, quarterly training will be available. Once the training video is available, they may obtain training by watching the SEED District Administrator Training Video.

❖ State Users:

After initial rollout in March-April 2015, quarterly training will be available. Once the training video is available, they may obtain training by watching the SEED User Training Video.

2. Submit a SEED Account Maintenance form to NCDPI:

The LEA/Charter site security officer fills out Part 1 of the form and the individual requesting access to SEED fills out Part 2 of the form.

- The site security officer is not granted access to SEED as they are only authorizing that the individual in Part 2 of the form is to be granted access to SEED as the District Administrator for their LEA/Charter.
- If the site security officer needs access to SEED, their information will be in Part 1 and Part 2 of the form.
- A separate form needs to be filled out for each district administrator being granted access to SEED.
- The individual in Part 2 must sign the form, check the confidentiality agreement and the FERPA statement boxes or the form is invalid and they will not be granted access.
- The site security officer in Part 1 of the form must match the site security officer on file at NCDPI or the form is invalid. If they do not match, you will be notified and requested to either update the SEED Account Maintenance form with the correct site security officer on file at NCDPI or if your site security officer has changed you will need to update the site security officer on file at NCDPI.
- Contact Angela Coats for any questions regarding site security officers or if you need to update your site security officer.
- Email the completed SEED Account Maintenance form to Angela Coats at Angela.Coats@dpi.nc.gov

- After your form is received, most accounts are created within 2 business days but it can be up to 7 business days before the site security officer is verified and the account is created.

Who In My LEA/Charter Should Have Access?

It is up to each LEA/Charter to determine who is granted access to SEED. Most LEAs/Charters grant access to their PowerSchool Coordinator, Data Manager, or someone in Accountability. You are encouraged to have at least two district administrators so you have a backup when the primary is not available.

Who Is Our LEA/Charter Site Security Officer?

Contact Angela Coats at Angela.Coats@dpi.nc.gov for assistance with site security officer questions or to update your LEA/Charter site security officer information.

Who Do I Contact For Assistance?

SEED Application Support Contact: Please report any issues or request assistance with the SEED application to the appropriate support person.

District Users

Contact your LEA/Charter SEED District Administrator for assistance. The NC DPI Help Desk is not able to unlock your account, grant access to SEED, or update your account information.

- Request for access to SEED
- Update your account information such as title or email address
- Unlock your account
- Training request/information

District Administrators

Contact the NC DPI Help Desk at 919-807-4357 (HELP) or by sending an email to dpi.incidents@its.nc.gov

- Request for access to SEED
- Update your account information such as title or email address
- Unlock your account
- Training request/information

State Users

Contact the SEED State Administrator by sending an email to SEED-Info@dpi.nc.gov

- Request for access to SEED
- Update your account information such as title or email address
- Unlock your account
- Training/information

Where Do I Send Comments or Suggestions Regarding Documents, the Website, or Training?

Send comments or suggestions to the NC SEED State Administrator by sending an email to SEED-Info@dpi.nc.gov.

Why Don't I See North Carolina in the Drop Down of States for SEED?

SEED is a not an intra-state searching application but an application to search for students who move outside of North Carolina. You will continue to use PowerSchool to search for North Carolina students.

When will other States Join the Consortium and be added to the Drop down List of States to Search?

SEED is a new system and is being launched statewide across North Carolina in March/April 2015. North Carolina, along with Georgia and Kentucky were the pilot states for the SEED project so these states are the first in production. Once North Carolina and Kentucky have launched statewide, Georgia will open SEED to the charter states and then to all states. We can't give you a definite date as to if or when a particular state will join the consortium. The more interest there is in SEED, the more likely other states will join. We realize that system use will probably increase as the number of states joining the consortium increase.

Who are the Charter States and What are the Difference between Charter States and Pilot States?

The charter states are Alabama, Colorado, Florida, Georgia, Kentucky, North Carolina, Oklahoma, and South Carolina. The pilot states are Georgia, Kentucky and North Carolina. The charter states are the states which met in Atlanta GA in April 2012 to launch the kickoff of the project. The charter states contributed resources to finalize the scope and requirements for the project. The pilot states assisted Georgia in the development of the system by being one of the first states to link into the system. The Georgia Department of Education (GaDOE) is the point of coordination for the team and provided the overall project management.

What is a HUB and Appliance?

- The HUB or Exchange Hub – the centralized point of exchange for routing requests and responses; built, operated, and maintained by GaDOE for use by states.
- The Appliance or Exchange Appliance – a standardized GUI, built and maintained by GaDOE, that states use to interface with the Exchange Hub. SEED Users login to the Appliance and submit a search request which is sent to the HUB and routed to the state(s) to search.

- The Common Data Definition & Store – a standardized data model housed in each state and populated with the state's student data.
- The Hub Administration & Configuration Utility – built, operated, and maintained by GaDOE for the purpose of managing the Hub

When is the SEED System Operational?

With the exception of announced maintenance windows, SEED will operate 24/7/365. Report any issues to the HomeBase Support Center by calling 919-807-4357 (HELP) or by sending an email to dpi.incidents@its.nc.gov

Is Student Data Stored in the HUB or Anywhere Other than the state for which the data originated?

Student data is stored only for the purposes of routing. NO personally identifiable student data will be stored in the HUB following a completion of a request. The student data is stored in the state for which the data originated. SEED users can download an electronic copy of a single student record.

How Much Data is provided for each state on the student record?

While each state will provide as much student data as possible, it is ultimately up to each state to decide how much history to search for locate requests. States should provide the most current enrollment data possible for locate requests. North Carolina is started sharing 2012-2013 data with consortium states. Each state shares LEA Directory, School Directory, Student Identity, Student Demographics, and Student Contact information. Additional categories that each state are: Student Enrollment, Parent Guardian Identity, Student Discipline, Student Assessment, Student Program, Program Identifier, Academic Record, and Assessment Performance Level. North Carolina is currently only sharing the minimum search categories of LEA Directory, School

Directory, Student Identity, Student Demographics, and Student Contact information with other states.

What is CEDS?

While education institutions across the P-20W (early learning through postsecondary and workforce) environment use many different data standards to meet information needs, there are certain data we all need to be able to understand, compare, and exchange in an accurate, timely, and consistent manner. For these, we need a shared vocabulary for education data—that is, we need common education data standards. The Common Education Data Standards (CEDS) project is a national collaborative effort to develop voluntary, common data standards for a key set of education data elements to streamline the exchange, comparison, and understanding of data within and across P-20W institutions and sectors. SEED was developed using the CEDS Elementary and Secondary (K12) Domain V2.

Is there a listing somewhere of which state shares what data and how much history?

At this time there is no such listing. We have considered creating this document but due to the complexity of keeping it updated, we haven't moved forward with creating it.

Where do I get the information to create the batch file?

You may download the specifications from the SEED website: <http://www.ncpublicschools.org/data/seed/documentation/> Batch File Information (batch-info.xls). This document provides the specifications and rules needed to generate the batch file for batch processing.

I'm receiving an error on the birthdate

I'm receiving an error on the birthdate but when I open the file in Excel the birthdate appears to be correct. Why am I receiving an error on the birthdate when it is in the format of MM/DD/YYYY?

Excel will sometimes convert data as it opens a file. Excel may be converting the birthdate to the MM/DD/YYYY format because it knows that the field is a date column. Open the file in a text editor and you should be able to see the invalid birthdate.

I'm receiving an error message while attempting to login

While attempting to login, I'm receiving the error message 'Access to the SEED application has been denied because your assigned role has not been set up in the SEED Profile Manager application'.

If a District User logs into SEED and attempts to access the SEED Search module and they get an error message telling them that their access to SEED has been denied because their role has not been set up in the Profile Manager, then either the NC District Administrator did not create the 'District User' role correctly or the NC State Administrator did not add the role to the Profile Manager. Contact the appropriate support person (refer to 'Who do I contact for Assistance?').