

February 20, 2019

Attention School Administrators and Staff:

We're faced with a new federal reporting deadline and that means we must open—and close—our Student Data Portal earlier this year. We are alerting you to this reporting change to help you take steps now.

This year, we will open the Student Data Portal on July 1. Schools will have eight weeks to report their data. This is the same amount of time as last year, but in an earlier time frame. The portal will close in August.

**What steps can you take now?**

To ensure your data flows quickly, efficiently, and accurately to the Student Data Portal, we ask that you update your programs on Career Bridge today.

Career Bridge, home to over 6,500 Washington education programs, is a resource for high school students, jobseekers, and the general public. Maintaining an updated list of programs helps your school effectively market its offerings and potentially attract and enroll more students.

**Updated programs needed for Student Data Portal**

We will pull existing programs from Career Bridge into the Student Data Portal. If your programs are out of date once the portal opens in July, this will delay the reporting process and require more work on your end. So update your programs today!

Sign into your account at: [http://www.careerbridge.wa.gov/Home\\_TPPWelcome.aspx](http://www.careerbridge.wa.gov/Home_TPPWelcome.aspx)

Got questions? Send us an email or give us a call.

Sincerely,



**Student Data Reporting Team**

Workforce Training and Education Coordinating Board

360-709-4600 | [www.wtb.wa.gov](http://www.wtb.wa.gov)

