



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

April 15, 2019

() Action Required

Due date: **July 9, 2019**

(X) Informational

BULLETIN NO. 022-19 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Homeless Liaisons

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Federal McKinney-Vento Data Collection Forms

CONTACT: Melinda Dyer, Program Supervisor
360-725-6050, melinda.dyer@k12.wa.us

PURPOSE/BACKGROUND

The Federal McKinney-Vento Act requires all school districts to identify, enroll, and serve children and youths living in homeless situations. The Office of Superintendent of Public Instruction (OSPI) is required to annually collect and report district-level data regarding homeless children and youths enrolled in public schools. The deadline for districts to review and make any changes to their homeless student data through OSPI's Education Data System (EDS) is July 9.

The EDS application will be pre-populated with data from the Comprehensive Education Data and Research System (CEDARS) and will be available for districts to view starting mid-May. Districts will need to open the application to provide contact information, complete any non-populated fields, and make necessary corrections by July 9; at which time the data will be certified, and districts will be able to access the application in "read only" mode.

To avoid identification and reporting errors, it is imperative that district staff members are familiar with the broad definition of homelessness as clearly outlined in the [McKinney-Vento Act](#).

All students meeting the McKinney-Vento definition of homeless, regardless of whether they received specialized district services, must be identified and counted. Please refer to the attached Identification of Children and Youth Experiencing Homelessness document for detailed information on the identification of children and youth who meet the federal definition of homeless according to the McKinney-Vento Act.

Because homeless student data is collected in CEDARS, the EDS application will pre-populate for 2018–19 with as much of the homeless student data from CEDARS as possible. Districts will review the data in the EDS application for accuracy and complete any data that is not pre-populated. If corrections need to be made to the pre-populated data that was loaded from CEDARS, districts will need to correct the data in their CEDARS submission in order to correct the EDS application. Districts will have access to download the student level data that pre-populated the EDS application. It will be important for districts to coordinate the data collection efforts of the homeless liaison with those of the district CEDARS administrator to ensure accurate reporting. To review the OSPI homeless data collection information and materials please refer to: <http://www.k12.wa.us/HomelessEd/Data.aspx>.

The EDS portal, <https://eds.ospi.k12.wa.us>, allows users to securely login using a username and password combination. District Data Security Managers maintain and assign user access accounts to ensure only authorized individuals have access to district and school data that is submitted to OSPI.

Use the following instructions for accessing the electronic reporting system:

1. School building and school district personnel completing and submitting the report must first contact their District Data Security Manager to be given access to the reporting system. If you do not have a username and password, your District Data Security Manager can establish these for you. A list of District Data Security Managers for each district is available at: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

District Data Security Managers will be able to assign the role Homeless Children and Youth User. Users with this role can:

- Access and review the district homeless children and youth report.
 - Enter data that is not pre-populated in the district report.
2. After you obtain your username and password from your District Data Security Manager, and have been assigned the appropriate role, you must login to OSPI EDS: (<https://eds.ospi.k12.wa.us>) with your email address as your username and a password.

If you are new to EDS, follow steps 3 and 4 below to establish a password. If you have already established your password, skip to step 5 below.

3. Please note that if you have not created a new or a more secure password, the system will check your current password and, if it needs to be improved, it will take you to the Change Password screen. You will enter a new, more secure password or modify your current password. The new passwords are longer—a minimum of 8 characters—and include a symbol. Remember that EDS passwords are always case sensitive. Your new password must include:
 - One upper case letter.
 - One lower case letter.
 - One numeric digit.
 - One special character (*\$? _&+!%{}).
 - Does not include the word “pass.”
4. If you have misplaced your password, the system can send a temporary password to the primary email address listed in your EDS Personal Information by clicking the “Forgot your password?” link located under the “Login” button.
5. Please update your contact information when shown the “My Contact Information” screen. This will enable us to communicate with you effectively as our distribution lists are generated through this feature.
 - You may update any of your profile information at any time. To do so, just login to EDS (<https://eds.ospi.k12.wa.us>) and click the “My Profile” tab.
6. Click the “My Applications” tab to view a list of the applications that are currently available to you. Select the Homeless Children and Youth Data Collection link, and follow the instructions on the application for entering data in the appropriate fields.

INFORMATION AND ASSISTANCE

The EDS homeless student data collection application must be completed by July 9. If you have questions or need assistance with the federal McKinney-Vento data collection forms, please contact Melinda Dyer, Program Supervisor, at melinda.dyer@k12.wa.us, or Aubry Schlottmann, Administrative Assistant, at aubry.schlottmann@k12.wa.us, 360-725-6505. The agency TTY is 360-664-3631.

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For questions regarding this bulletin, please contact OSPI Customer Support at customersupport@k12.wa.us or the toll-free number at 800-725-4311.

This bulletin is also available on the [Bulletins and Memoranda](http://www.k12.wa.us/BulletinsMemos/bulletins2019.aspx) page of the OSPI website. (<http://www.k12.wa.us/BulletinsMemos/bulletins2019.aspx>)

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Attachment 1: Identification of Children and Youth Experiencing Homelessness

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.