



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

May 2, 2019

(X) Action Required

Due date: June 3, 2019

(X) Informational

BULLETIN NO. 024-19 Center for the Improvement of Student Learning

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Building Principals
District Data Business Managers
Tribal School Administrators
State-Tribal Education Compact School Administrators
Charter School Administrators
State Charter School Commission Director

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Directory changes to schools for the 2019-20 school year

CONTACT: Emily Rang, Director of Data Governance
360-725-6005, emily.rang@k12.wa.us

PURPOSE/BACKGROUND

The Office of the Superintendent of Public Instruction (OSPI) is responsible for establishing a numbering and classification scheme used to identify each school in our state. These directory data are the cornerstone for all state and federal reporting and attention to their accuracy and timely notification of changes to directory information are vital.

This bulletin is to inform you of the process to notify OSPI of school changes to directory information contained within the Education Data System for the 2019–20 school year. All requests are due to OSPI no later than June 3 to take effect in the system by July 15.

Please note, these dates are earlier than in prior years.

Directory changes that require OSPI approval and must be requested by June 3:

- Opening a new school in 2019–20
- Re-opening a school that was previously closed
- Closing a school
- Grades offered at a school
- School facility or type changes (alternative, vocational, special education, etc.)
- School association from your district to another (or Educational Service District)
- Graduating status
- Residential boundaries
- Any other change that results in a 50 percent or greater change to the student population of a school

Directory changes that *do not* require OSPI approval and should be updated directly in the Education Data System Administration application by your District Data Security Manager (DDSM) at the time of the change:

- School address changes (that do not result in student population or residential area changes)
- Change to principal (or email address and other contact information)
- Changes to superintendent (or email address and other contact information)
- Common and legal school name changes (that do not result in student population or residential area changes)
- Fire protection code changes
- Locale code changes
- In and Out Code changes.

If you have directory changes that require OSPI approval, notify your DDSM. OSPI has emailed an excel sheet to DDSMs to report all needed changes in one sheet. A list of DDSMs is available on our website at: [Data Security Manager List](#).

Specific instructions on how to complete each type of request was last emailed to DDSMs on April 17, 2019 under the subject *Review Needed: 2019-2020 School Directory Change Survey*.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Emily Rang, Director of Data Governance at 360-725-6005 or email emily.rang@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memoranda](#) page of the OSPI website.

Jamila B. Thomas
Chief of Staff

Andrea Cobb
Executive Director
Center for the Improvement of Student Learning

Emily Rang
Director
Data Governance

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Attachment: Directory Data – School District Guidance

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