



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

October 4, 2016

(X) Action Required
(X) Informational

BULLETIN NO. 054-16 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
Chief School District Administrators
Assistant Superintendents for Business and/or Business Managers
School District Personnel Directors
School District Data Administrators

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2016–17 S-275 Personnel Reporting Handbook
2016–17 School Personnel Report, Form S-275

CONTACT: Ross Bunda, 360-725-6308, ross.bunda@k12.wa.us
Agency TTY 360-664-3631

Purpose

The 2016–17 *S-275 Personnel Reporting Handbook* provides school districts and educational service districts (ESDs), charter schools, and tribal compact schools with instructions for reporting certificated and classified staff to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

Initial data for certificated and classified staff for 2016–17 are due in OSPI:

<u>FORM NO.</u>	<u>TITLE</u>	<u>DUE IN OSPI</u>
S-275	Annual School Personnel Report	November 1–23

This bulletin, Form S-275, and the S-275 Personnel Reporting Handbook are posted at: <http://www.k12.wa.us/safs/INS/PER/1617/ph.asp>.

Please forward this bulletin to district human resource officials and data administrators as needed.

S-275 Personnel Report

Submit a report for each employee who, as of October 1, 2016, is contracted or hired to provide services any time during the 2016–17 school year.

Reporting Instructions

There are no changes from last year's instructions.

School districts are responsible for preparing and transmitting their S-275 data to OSPI through one of the following procedures:

- **Transmit electronically through the Washington School Information Processing Cooperative (WSIPC) network.** Contact your WSIPC coordinator for details.
- **If you are a school district that does not use WSIPC, or are having difficulty with your import:** Log on to the Education Data System (EDS) → then select Personnel → then Import. On the Import screen, → select Click here to import FTP & for instructions. If you continue to have difficulty, your service provider can contact OSPI IT Services, Customer Support at 360-725-6371 or customersupport@k12.wa.us.

Use the following instructions for accessing the EDS S-275 reporting system:

1. School 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 at that time. A list of Data Security Managers for each district is available at this URL: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

Data Security Managers will be able to assign the following role:

SAFS District Personnel User

District designated users with this role can:

- Run/View/Print the update journal error report.
- Run/View/Print the 1801, 1803, and S-275 edit reports.

2. After you obtain your user name and password from your District Data Security Manager and have been assigned the appropriate role(s), you must log into OSPI's EDS at <https://appport.eds.ospi.k12.wa.us> with your email address as your username and password. The S-275 reporting system for 2016–17 is scheduled to be available to districts on November 1, 2016. If you are new to the EDS system, follow Step 3 below to establish a password. If you have already established your password, skip to Step 4 below.
3. Please note that the password is case sensitive and you will be prompted to change your password once you successfully log into the system. Passwords must be at least eight characters and must include (a) one upper case letter, (b) one lower case letter, (c) one numeric digit, and (d) one special character (*\$+?_&=!%{}/). **Do not** use the phrase 'pass.'
4. Please update your contact information when shown the “My Contact Information” screen. This will enable us to communicate with you more effectively as our distribution lists are generated through this feature.
5. Click the “My Applications” tab to view a list of the applications that are currently available to you. Select the SAFS link, then the “Personnel” tab, and then follow the instructions on the application for requesting your reports.
6. At the SAFS level, click on the “Info Center” tab to access the Personnel User Manual.

Additional Help and Questions

Each educational service district superintendent has appointed an individual to act as liaison with the local school districts in the resolution of report submission problems as follows:

ESD 101—Cory Plager	Olympic ESD 114—Steve McIntire
ESD 105—Dustin Kinley	Puget Sound ESD—Jane Murray
ESD 112—Kent Simpson	North Central ESD—Sally Ryan
ESD 113—Jody Thompson	Northwest ESD 189—Lori McLeod
ESD 123—Michelle Dearlove	

Local school districts should notify these liaison individuals if they have submission problems or require additional forms and instructions.

BULLETIN NO. 054-16 SAFS

Page 4

October 4, 2016

Questions regarding instructions for reporting experience, credits, and other employee data should be directed to Ross Bunda in SAFS at 360-725-6308 or ross.bunda@k12.wa.us.

Questions regarding data transmission problems should be directed to Information Technology Services, Customer Support at customersupport@k12.wa.us, 360-725-6371 or 800-725-4311. The agency TTY number is 360-664-3631.

K-12 FINANCIAL RESOURCES

EXECUTIVE SERVICES

T.J. Kelly, Director
School Apportionment and Financial
Services

Ken Kanikeberg
Chief of Staff

RD:rb

Attachments – 2016–17 S-275 Personnel Reporting Handbook
Form SPI S-275

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.