



SUPERINTENDENT OF PUBLIC INSTRUCTION

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May 31, 2018

(X) Action Required

Due date: July 2, 2018

(X) Informational

BULLETIN NO. 042-18 Center for the Improvement of Student Learning

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Building Principals
District Data Security 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: Opening, Closing, or Changing School Configuration

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

PURPOSE/BACKGROUND

This bulletin is to inform you of the process to notify the Office of Superintendent of Public Instruction (OSPI) of district and school changes to directory information contained within the Education Data System for the 2018–19 school year. All requests are due to OSPI no later than July 2, 2018 to take effect in the system by August 15, 2018.

Changes that require OSPI approval and must be requested by July 2, 2018:

- Opening a new school in 2018–19.
- 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.

Changes that do not require OSPI approval and can be completed at any time by your District Data Security Manager (DDSM):

- 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 changes that require OSPI approval, notify your DDSM. OSPI has provided a survey tool to all DDSMs to report needed changes to schools in your district. All requests for changes must come to OSPI through your DDSM. A list of DDSMs is available on our website at: [Data Security Manager List](#).

Specific instructions on how to complete each type of request have been emailed to DDSMs.

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](#) page of the OSPI website at www.k12.wa.us/BulletinsMemos/bulletins2018.

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Emily Rang
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Attachment: Directory Data – School District Guidance