

Directory Data – School District Guidance

Background

WAC 392-117-020 provides authority for OSPI to require districts to notify OSPI of any directory changes (listed below) no later than the first business day in **July** prior to the school year in which the change will occur.

This process was established in 2011–12 to prevent late notification to OSPI of critical directory data changes. Late notification to OSPI of directory data changes creates a number of problems, including, but not limited to:

- **Program Budgeting:** New schools first reported to the Education Data System (EDS) during the middle of a school year create funding allocation issues in federal programs administered by OSPI. Title I, Part A allocations to schools must follow specific ranking and allocation rules based on an application completed in early fall. When schools are added after allocations have been made, it is nearly impossible to ensure the ranking and allocation rules are followed. Two examples:
 1. One allocation rule requires funding to schools with greater than 75 percent poverty. Schools with poverty levels over 75 percent added after the allocation is made are often *not served* because funding has already been allocated and/or expended.
 2. Schools with higher poverty are to be served *before* those with lower poverty. Schools added later in the year affect the rank order and put the district out of Title I compliance.
- **Comparability:** To receive Title I, Part A funds districts must show equity in state and locally funded staff in all schools of the same grade spans in iGrants (FP 361). Documentation is retained at the district where it is audited and the iGrants form package is compared to ensure all schools are reported and Title I, Part A designations match. This report is due to OSPI no later than **October 31** each year, and grade span changes later in the year can cause comparability assessments to fall out of compliance with federal regulations.
- **Supplement Not Supplant (SNS):** Each LEA must demonstrate the methodology it uses to allocate state and local funds to schools, and provide each Title I, Part A school with all of the state and local money it would receive if it did not participate in the Title I, Part A program. The methodology for determining SNS compliance must be retained at the LEA where it is audited and the iGrants form package is compared to ensure the LEA information matches. An LEA is exempt from SNS requirements if the LEA has one building. For more information about SNS go to <http://www.k12.wa.us/titlei/ProgramFunds.aspx#Fiscal>.

Building Name	Building Number	Grade Span	Bldg. Enroll	Free Reduced Meals Low Income Student Count	Bldg. Pct. Low Income	Title I Elig.	Title I Served	Prog Model	Priv Sch	Basis	\$ Title I Bldg. Alloc.	Title I PPE	LAP Served	50% LAP School Co
Elementary	3405	K-8	80	39	48.75%	Yes	Yes	SW	No	Less Than 1,000	\$17,952	\$460	Yes	No
District Enroll Total:				80										
Low Income Total:				39										
Sum Title I Building Allocation Total: \$17,952														
Amt. To Bldgs. (listed on page 5): \$17,952														

Exempt from SNS requirement

- Federal Reporting: Through the U.S. Department of Education (USED) ED Facts program, OSPI reports information on open and closed schools, school grade spans, and other information on districts and schools each January for the current school year. This data is subsequently published on the [NCES website](#). This data is the building block for numerous ED Facts files and when changes occur to directory data following submission of the original file, data validation errors occur with other files, creating challenges for OSPI and USED.

Directory changes districts must request by July include:

- Opening a new school
- Re-opening a school that was closed previously
- Closing a school
- Grade span changes
- School category changes
- School type changes
- School association from one district to another district
- Graduating status
- Addresses

Specific instructions on the process for requesting Directory changes will be sent to District Data Security Managers (DDSMs) each **May**. An accompanying OSPI Bulletin will be sent to District Superintendents and DDSMs to inform them of the process and information needed.

OSPI will communicate any questions or concerns regarding a district's request by **August 1**. OSPI will process all approved changes and communicate to districts they have been made via email by **August 15**. National Center for Education Statistics (NCES) IDs for these new schools are issued by NCES in late **December**.

Resources

From [U.S. Department of Education](#), **EDFacts Active File Specifications, FS029:**

Other Tips and Definitions

School - A school (for the purposes of EDFacts) is an institution that provides educational services and:

- Has one or more grade groups (prekindergarten through 12) or is ungraded
- Has one or more teachers
- Is located in one or more buildings
- Has assigned administrator(s)
- Receives public funds as its primary support
- Is operated by an education agency

When completing the “Legal Name” box on the New School Requested form or editing an address in EDS Administration:

Definition - The full legally accepted name of the school, LEA, SEA, or other entity reporting education data.

Abbreviations should not be used if the full name can be entered in 60 characters. If the name is longer than 60 characters, it will need to be abbreviated.

To avoid confusion, include the types of grades served in the school name. For example, “Jones School” should be specified as “Jones Elementary School,” “Jones Middle School,” or “Jones High School.”

When completing the physical location address fields on the New School Request form or editing a physical location address in EDS Administration:

Definition - The set of elements that describes the physical location (e.g., where an overnight delivery can be made) of the education entity, including the street address, city, state, ZIP code, and ZIP code + 4.

The physical location address is divided into the following fields:

- Address Location 1 – The street address that names the physical location, limited to 30 characters
- Address Location 2 – Additional street address information, limited to 30 characters (optional)
- City – The location address city
- State Code – The valid two-character United States Postal Service (USPS) code for the state, District of Columbia, and the possessions and freely associated areas of the United States
- ZIP code – The five-digit code
- ZIP code plus 4 – The four digit extension of the ZIP code (optional)

We use the location address to obtain the locale codes, geographic location, and congressional districts of districts and schools from the U.S. Census Bureau. Therefore, it is extremely important the location addresses are accurate.

When completing the mailing address fields on the New School Request form or editing a mailing address in EDS Administration:

Definition - The set of elements that describes the location where mail is delivered for the education entity, including the street address, city, state, ZIP code, and ZIP code + 4.

The mailing address is divided into the following fields:

- Address Mailing 1 – The mailing street name and number or post office box, limited to 30 characters
- Address Mailing 2 – Additional mailing street address information, limited to 30 characters (optional)
- City – The mailing address city
- State Code – The valid two-character United States Postal Service (USPS) code for the state, District of Columbia, and the possessions and freely associated areas of the United States
- ZIP code – The five-digit code
- ZIP code plus 4 – The four digit extension of the ZIP code (optional)

The field “Address Mailing 1” is required. If a street address, post office box, or rural route is not available, the phrase “No Street Address” should be provided in the field Address Mailing 1 along with a valid city, state, and ZIP code.

Guidance on Operational Status

What changes should result in a school being closed and a new school being open?

We need to maintain the history and continuity of schools for longitudinal data studies, trend analysis, and research initiatives. Therefore, closing a school and reopening it as “new” is closely reviewed for the appropriate assignment of new school codes and new NCES IDs.

The lists below presents possible reasons for creating a new school or district, as it relates to the assignment of a new code, and reasons that would not warrant assigning a new code.

You may create a new school if:

- The grade span of the school changed by more than three grades, not including prekindergarten or kindergarten as grades.
- The school’s physical location changed and the attendance area changed significantly.
- Two schools of about the same size, or with different grade spans, merge. The two original entities would be closed, and the merged education unit would be reported as a new school.

A new school should NOT be created if:

- The grade span of the school changed by three grades or less, not including

- prekindergarten or kindergarten.
- The school’s physical location or address changed, but the attendance area did not change significantly.
- A smaller school merges with a larger entity that provides essentially the same gradespan.
- A school just changes charter status or magnet status.
- A school undergoes restructuring under provisions in ESEA.
- The name of a school changes.
- The state identifier for the school changes.
- A school changes school districts or the boundary of a school district changes.

School Operational Status

Status	Description
Open	School reported for previous school year. School is in operation. No significant change in instructional levels or programs. Affiliated with the same district as the previous school year.
Closed	School reported for previous school year. School is NOT in operation (or never opened) and is not expected to operate in the future.
New	School not reported. School is in operation. School is newly created, or completely restructured into the current instructional levels and programs.
Added	School not reported for previous school year. School is in operation. The school was in existence and operational but was not previously reported.
Changed	School reported for previous school year. School is operational but was previously reported as affiliated with a different district. The internal organization and instructional levels have not changed, but the school is now affiliated with another district.
Inactive	School reported for previous school year. School is temporarily closed (e.g., remodeling) and is expected to reopen within two years.
Reopened	School was reported for a prior SY as “2-Closed” but has since reopened. A reopened school must be reported with the same district and school code it had before it closed.

District or School Merge

When a district or school is merged into another district or school that provides essentially the same grades, the smaller entity should be closed while the larger entity is left open.

- Smaller entity – Operational status “2-Closed”
- Larger entity – Operational status “1-Open” and retains its NCES ID

When two LEAs or schools of equal size or with different grade spans are merged or consolidated within an existing building or a new physical location, both entities should be closed and a new entity opened.

- Existing schools or LEAs – Operational status “2-Closed”
- Consolidated new school or LEA – Operational status “3-New”

Federal School Type

School Type	Description
Regular school	A regular school is a public elementary/secondary school that does not focus primarily on career and technical, special, or alternative education, although it may provide these programs in addition to a regular curriculum.
Special education school	A special education school is a public elementary/secondary school that focuses primarily on serving the educational needs of students with disabilities (IDEA) and which adapts curriculum, materials, or instruction for these students.
Career and technical education school	A career and technical education school is a public elementary/secondary school that focuses primarily on providing secondary students with an occupationally relevant or career–related curriculum, including formal preparation for technical or professional occupations.
Alternative education school	An alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems.

To have OSPI correctly report your school with the appropriate Federal School Type you will need to indicate, in EDS Administration, the school or facility type that aligns with the Federal School Type.

For “Special education school” federal school type, mark “Special Education School” in EDS.

For “Career and technical education school” federal school type, mark “Vocational/technical school” in EDS.

For “Alternative education school” federal school type, mark “Alternative School” or, if appropriate, “Re-Engagement School.” 50 percent of schools that annually petition to OSPI for that designation are also reported as “Alternative education school” to the Department of Education.