



SUPERINTENDENT OF PUBLIC INSTRUCTION

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November 13, 2018

(X) Action Required

Due date: Dec. 16, 2018

(X) Informational

BULLETIN NO. 111-18 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
Charter School Administrators
State Charter School Commission Director

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: School Directory Reporting to the U.S. Dept. of Education

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

BACKGROUND

This bulletin is to inform you that the Office of Superintendent of Public Instruction (OSPI) will extract school, district, and Educational Service District (ESD) directory information from the Education Data System (EDS) on December 16, 2018 and submit it to the U.S.

Department of Education for required annual reporting. All schools, school districts, ESDs, charter schools, institutions, and non-Bureau of Indian Education (non-BIE) tribal schools have until 8 p.m. on December 16, 2018 to make any needed updates or changes to the following data:

- Physical and mailing school addresses
- Name, title, phone number, and email address of school principal
- Name, title, phone number, and email address of superintendent
- Legal name of organization

PURPOSE

The purpose of the Directory collection by the U.S. Department of Education is to identify all governmental entities providing publicly-funded education at the elementary and secondary levels. It serves as the basis of official statistics that provides information on the condition of education. The submission of this report generates the National Center for Education Statistics (NCES) identifiers for all schools and local education agencies (LEA). A wide variety of organizations use the NCES identifier to verify school grant applications to ensure they are a public school. The NCES identifier is also used for other federal reporting such as the Office of Civil Rights (OCR) reporting.

These data are used for many purposes at both the state and federal level. Examples are:

- U.S. Department of Education uses physical addresses to obtain locale codes, geographic location, and congressional districts from the U.S. Census Bureau.
 - Locale codes determine an LEA's eligibility for funding under the Rural Education Assistance Program (REAP).
- Directory information is also sent to the Common Core of Data (CCD) and the Migrant Student Information Exchange (MSIX).
- Physical addresses are used by other government agencies for emergency preparedness and by trucking companies to route hazardous cargos around schools.
- Principal and superintendent email addresses are used by OSPI to send official emails to schools and LEAs.

INFORMATION

To review currently reported directory information for all schools, school districts, ESD's, charter schools, institutions, and tribal schools, go to:

<https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.

Only District Data Security Managers (DDSM) can access the EDS Administration Application to make these changes. To search for the correct DDSM, go to:

<https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

DDSM's who need assistance with making corrections in the EDS Administration Application can find manuals, video tutorials and recorded webinars here:

<http://www.k12.wa.us/EDS/default.aspx>.

A complete list of the U.S. Department of Education Directory File (EdFacts File Specification 029) requirements can be found here: <https://www2.ed.gov/about/inits/ed/edfacts/eden/non-xml/fs029-15-1.docx>

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.

Jamila B. Thomas
Chief of Staff

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