

Education Data System (EDS) Administration Manual

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Prepared by OSPI Customer Support

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Using Education Data System (EDS) Administration

Introduction

This manual is for those who are authorized by their organization's Superintendent as a District Data Security Manager (DDSM).

Welcome to the OSPI Education Data System (EDS) Administration System. EDS is a centralized suite of web-based applications involving Washington educational data. It is used by: state agencies, educational service districts (ESDs), school districts, local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education. EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy contained in this document and separately available on the public K12 website [EDS Administration](#) page.

EDS uses a single sign-on system to provide access to allowed data. As a DDSM, you are responsible for managing the information and security for your organization. The EDS Administration application enables you to collect, submit, review, and change information (directory data) for your organization that is maintained in EDS, as well as manage user security access. It is important to maintain your directory data so all reports required by Federal and state law will be accurate for your schools and district. Your role is very important.

Accounts may be created by individuals or DDSMs. EDS User Roles assigned to an EDS account give the user of that account access to the allowed EDS application and data for that organization within the application. The assignment of a role to a user's account may only be performed by an authorized DDSM. Some EDS roles may be requested by the user but are only applied when approval by the authorized DDSM is given.

Upon logging into the EDS system, all users will be prompted with the following notice once a day, every day. Users must click the I AGREE button in order to access EDS. If a user selects I DO NOT AGREE, they will be taken back to the log in screen.

******* NOTICE *******

EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy (<http://www.k12.wa.us/EDS/default.aspx>).

All system activity is monitored and logged by OSPI. Since this system contains sensitive and confidential data, users must take the necessary precautions to prevent unauthorized disclosure of data. By continuing to use this system you indicate your awareness of and consent to these conditions of use.

Please report violations to your District Data Security Manager or [OSPI Customer Support](#).

I AGREE

I DO NOT AGREE

This manual was written to assist users who have been assigned the role of District Data Security Manager (DDSM) in the EDS system. It will also provide information helpful to users who are assigned the Directory Manager and EDS School Manager user roles, although not all sections covered in this manual will be applicable.

Overview of EDS Administration

Role of DDSMs in EDS Administration

- Manage people
 - Create new user accounts
 - Activate a existing accounts
 - Edit user accounts and profile information
 - Reset passwords
 - Add/edit roles in your organization
- Manage Organizations
 - Edit organizations
 - Edit contact information
 - Edit administrator
 - Request new schools
- Report problems with EDS to OSPI Customer Support

Role of OSPI Customer Support

- Merge user accounts
- Support DDSMs

For a full list of roles and responsibilities, please see the [Education Data System Security Management Policy](#). The DDSM role is not merely an assignment of access, but also an assignment of the responsibilities for the organization’s EDS data. This manual will provide you with step-by-step instructions on how to use the EDS Administration application. The menus you will see are dependent on your type of access. You will only be able to work with your organization’s information.

Help for EDS Administration

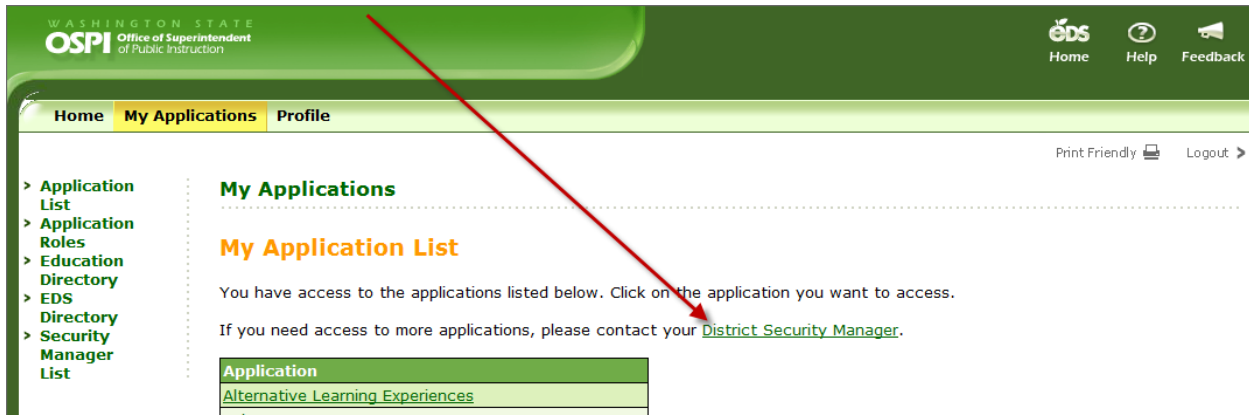
If you need assistance, please contact OSPI Customer Support at 1-800-725-4311 option 7 or customersupport@k12.wa.us. This contact information is also available in the *Help* icon which is located in the upper right-hand corner of each page within EDS Administration.

Roles for the EDS Admin

The level of access you have, to perform tasks as an administrator, is called a role. Roles may be assigned at the ESD, district, and school organization level.

District Data Security Manager Role

The District Data Security Manager (DDSM) role is a high-level role that allows a user to assign roles to other users. As a DDSM, you are tasked with maintaining the accounts of users within your organization. Everyone with this role in your organization appears on the list of DDSMs at the top of the “My Applications” page in EDS:



To be assigned this role, your district Superintendent must submit the [Appointment of DDSM Form](#) to OSPI Customer Support.

Other EDS Admin Roles

There are three roles in the EDS system that a District Data Security Manager (DDSM) can assign to other users that allow access to the EDS Admin application:

Role	Appropriate Organization	Documentation for DDSMs
EDS School Manager	School	Allows user to access EDS Administration application to modify directory information for the assigned school.
Directory Manager	District	Allows user to manage directory information for the organization and all child organizations.

Selecting EDS Admin from the My Applications Screen

When you are logged in to EDS, select My Applications to see the list of applications you can access. To manage your organization or create/edit EDS user accounts, select the *Education Data System Administration* link:

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
Alternative Learning Experiences
Ask HYS
Attendance And Weapons
AYP Preview
CAA/CIA Database
Career and Technical Education
CEDARS
CEDARS Non-Standard Submission
Contrasting Groups Study (PLD)
Core Student Record System
Data File Metadata
Direct Certification Free Lunch
Direct Verification
Education Data System
Education Data System Administration
Electronic Certification
Events Manager
Grants Claim System
Home-Based Report
Homeless Children and Youth Data Collection Form

EDS Administration System Welcome Screen

This is the first screen in the EDS Admin System. The menu on the left side of the screen provides you with a list of tasks that you can perform and shows you where you can go (navigate) within the system. You will see the menu options that match your assigned admin role.

The upper right hand side of the screen has links to the EDS *Home* page, the *Help* menu, and a *Feedback* link to report questions or comments to OSPI Customer Support. The name of your organization is also displayed on the upper right-hand corner.

To select an item, point and click on your choice:

The screenshot shows the EDS Administration System interface. At the top left is the OSPI logo (Washington State Office of Superintendent of Public Instruction). At the top right are three buttons: Home, Help, and Feedback. Below these are links for 'Print Friendly' and 'Logout'. The user's organization, 'Aberdeen School District', is displayed in a box. The main content area is titled 'EDS Administration' and contains a welcome message: 'Welcome to the EDS Administration System. This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.'

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

eds Home Help Feedback

Print Friendly Logout

Aberdeen School District

EDS Administration

Welcome to the EDS Administration System.

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > **Select Organization**
- > **Manage People**
 - > Create New Person
 - > Edit Person
 - > Requested Roles
 - > Bulk Account Uploads
- > **Manage Organizations**
 - > Edit Organization
 - > Edit Contact Info
 - > Edit Directory Info
 - > Contract Schools
 - > New Schools Requested
- > **Reports**
 - > Organization Hierarchy
 - > Security By Role
 - > Security By Organization
 - > User Roles by Organization
 - > Contract List
 - > School Profile Data
 - > Education Directory
- > **Info Center**

Manage People

EDS is a single sign on system; each user should only have one account. Account sharing is prohibited.

The Manage People section allows you to create or edit accounts in EDS. An EDS account is required to access the EDS system. This section is where you can assist users in creating, managing, editing, and assigning security to their EDS accounts.

The main EDS login page also allows new users to create or claim an EDS account and allows existing users to login, look up their username, and reset their password.

New users can create an account from the [EDS System Sign In](#) page by selecting the *Create an Account* tab:

Sign in **Create an Account**

eDS Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address.

Password must be at least 10 characters, may not be the same as the last 10 passwords, and must include:

- at least one upper case letter
- at least one lower case letter
- at least one numeric digit
- at least one special character *\$+?_&=!%{}/
- may **not** contain the phrase 'pass'
- may **not** contain your first name.
- may **not** contain your middle name.
- may **not** contain your last name.
- may **not** be the same as your User Name.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

Required Login Information

First Name:

Last Name:

Birthdate: (format: MM/DD/YYYY)

Username:

Password: *

Verify Password:

Data for Linking to a Certificate

Gender: Male Female Not Specified

Certificate:

SSN (last four):

Contact Email:

Register

After entering the Required Login Information and Data for Linking to a Washington Teaching Certificate (if applicable), users select the Register button and are directed to input their personal information in the My Profile section.

This profile page asks for their contact information as well as demographic information that will be used to verify their account or send official business correspondence by mail to their home address.

It is possible for some of the user's information to match information in existing EDS accounts. In this case, after selecting the Register button on the Create an Account page, the user will be directed to a page showing the First Name, Last Name, Birth Date, Gender, Certificate Number, Username, Primary Email, and the Last Log in Date of the account(s) with partially matching information.

Test Web Server ? Help 📢 Feedback

Logout >

We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	BirthDate	Gender	Certificate Number	Login Name	Primary Email	LastLoginDate
This is me	Test	Account	1/1/1990	Not Provided		texxxxxxxxxnt@k12.wa.us	texxxxxxxxxnt@k12.wa.us	7/27/2015

None of these are me

The user can claim their account or select "None of these are me" to continue creating a new account.

To claim their account, the user will click "This is me" next to the account they are trying to claim. If the account already has a Login Name (also called Username) and Primary Email, the user will be prompted with a Reset Password message. They can either reset their password to gain access to their existing account or select "Nevermind" to be taken back to the prior screen. The password reset email will be sent to their Username, Primary, and Alternate email addresses. If the user no longer has access to the listed email addresses, they can contact their DDSM to:

- Update their Login Name (also called Username) and Primary Email in their account so they can reset their password.
- Request a system-generated temporary password be sent to user's Primary and Alternate email addresses.

If the account does not contain enough identifiable information, and the user selects "This is me," the user will either be prompted with a message stating "Account Missing Identifiable Information" or be prompted to verify their account information.

We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	BirthDate	Gender	Certificate Number	Login Name	Primary Email	LastLoginDate
<input type="button" value="This is me"/>		SMITH		Male				1/1/0001
<input type="button" value="This is me"/>		Smith		Male		Jxxxxxxxxh5@ospi.wednet.edu	Jxxxxxxxxh5@ospi.wednet.edu	1/1/0001

We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	Certificate Number	Login Name	Primary Email
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					
<input type="button" value="This is me"/>					

Account Missing Identifiable Information

This account does not have enough identifiable information to be claimed online.

Please contact OSPI Customer Support, 1 (800) 725-4311 or customersupport@k12.wa.us, to claim this account.

If the account does contain enough identifiable information, and the user selects “This is me,” the user will either be prompted to verify their account information. Please note, this screen verifies the data they input against the data in the existing account. If the data does not match, they will be unable to claim their account and will need to contact you as their DDSM. If the SSN is blank in EDS, this is considered not matching and they will be unable to claim their EDS account on their own.

The screenshot shows a web interface titled "Test Web Server" in the top left corner. In the top right corner, there are links for "Help" and "Feedback", and a "Logout" link with a right-pointing arrow. The main content area is a light green box with a dark green border. Inside this box, the text reads: "This account is linked with a teaching certificate. Please enter the last four of your social security number for verification." Below this, it says: "If you are unable to verify this account online, you will need to contact OSPI's [Customer Support](#) to make your account available." A dark green tab labeled "Verification" is positioned above a form. The form contains the following fields: "Name:" with a blurred input field; "Certificate:" with a blurred input field; "SSN (Last Four):" with a white input field; "Birthdate:" with a white input field and the text "(format: MM/DD/YYYY)" to its right; "Verification Image:" with a rectangular image showing the alphanumeric code "3P8C3A" on a dark, speckled background, and a green "Reset Image" button to its right; and "Verification Code:" with a white input field. At the bottom center of the form is a green "Claim Account" button.

Users are allowed three attempts to verify their information.

Create New Account

DDSMs can create EDS user accounts from within the EDS Administration application. Creating EDS user accounts requires the user's first name, last name, birth date, email address to be used as the username, and a temporary password.

Step 1

Enter account information for this user. Click Next.

EDS Administration

School District

Create Person



- Please enter a first name.
- Please enter a Birth date.
- Please enter a last name.
- Please enter a username.
- Please enter a password.
- Please verify the password.

Please complete all required fields marked with the asterisk (*). When finished, click the **Next** button.

User Information

** First Name:	<input type="text"/>	Gender:	<input type="radio"/> Male	<input type="radio"/> Female	<input checked="" type="radio"/> Not Provided
Middle Name:	<input type="text"/>	** Birth Date:	<input type="text"/>	(mm/dd/yyyy)	
** Last Name:	<input type="text"/>	SSN:	<input type="text"/>	(no hyphens)	
Race:	<input type="text" value="Not Provided"/>	Ethnicity:	<input type="text" value="Unknown / Not Provided"/>		

Account Information

** Username:	<input type="text"/>	** Verify Password:	<input type="text"/>
** Password:	<input type="text"/>		

Next >



Step 2

If there are users with similar names in the system, you will see a list of potential matches. Please review the users returned to ensure that you are not creating a duplicate account for this person. You can see more information about the potential match by clicking the View button next to the returned possible matches:

Create Person

There appear to be users in the system whose names are similar to the user you are creating. Please make sure that the user is not already in the system by reviewing the users listed below. Click the **Create User** button to create the account.

	Last Name	First Name	Middle Name	User Name	Teacher Certificate
View	Person	Sample		sampleperson@example.com	

= has an active role for your organization or a child organization

First Name: Sample **Gender:**

Middle Name: **Birth Date:**

Last Name: Person **SSN:**

Username: sampleperson2@example.com **Teacher Certificate:**

[Back](#) [Create User](#)

Step 3a

Review the users returned in Step 2 to make sure none of them are an account for the person you are trying to create.

If a match is found, select *Yes* to go to the Edit Person screen for that user. Otherwise, select *No* to go back to the list of potential matches.

If you have determined that there is not an existing account for this user, click the Create User button and proceed to step 4.

Personal Information

First Name:	Sample
Middle Name:	
Last Name:	Person
Username:	sampleperson@example.com
Certificate:	

Organization Roles

No organization roles found

Requestor Information

Addresses: No addresses found Phone Numbers: No phone numbers found

Is this user the same one you were trying to create?

Yes

No

Next ▶

Step 3b

You may come across a match with the email address being used as the username.

Create Person

Please complete all required fields marked with the asterisk (*). When finished, click the **Next** button.

A profile already exists with the email address provided. You may login or contact Customer Support for assistance.

User Information

* First Name:	<input type="text" value="Sample"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Person"/>
* Username:	<input type="text" value="test@ospi.wednet.edu"/>
* Password:	<input type="password"/>
* Verify Password:	<input type="password"/>

If this happens, please go to the Edit Person screen and search for the email address in the username field. If no results are returned, search for the email address in the primary email field. Make sure the "Only show users with roles in my organization" box is unchecked. This box is unchecked by default.

Edit Person

- To find a person's record you wish to edit or add, use the fields below.
- To perform a partial name search, enter one or more letters into any number of the name fields and click the **Search** button.
- Click **Show All** to view all people.

First Name:	<input type="text"/>	Birth Date:	<input type="text"/>
Middle Name:	<input type="text"/>	Username:	<input type="text"/>
Last Name:	<input type="text"/>	Primary Email:	<input type="text"/>
Certification Number:	<input type="text"/>		

 **Only show users with roles in my organization**

Include merged people

Step 4

The account for this user has been created. Click the Manage Roles button to assign organization roles for this person. Organization roles determine the applications the user has access to and their permissions within them.

Edit Person

Editing an EDS user account is where you can activate existing accounts that have not yet been activated, edit profile information, manage user roles, and reset passwords.

The links on the search results page allow you to edit a person's information (including activation), edit their organization roles, or reset their password.

To update information, complete all required fields marked with the asterisk (*). When finished, click the **Save** button.

User Information

First Name:

Middle Name: * (mm/dd/yyyy)

Last Name: (no hyphens)

Race: Ethnicity: Unknown / Not Provided

Account Information

* Username: Active:

Note: Username must be an e-mail address, e.g. smith@myschool.edu.

Email Information

* Primary: Recovery:

*Please note, you must activate an account at the same time you add a username and primary email address.

If you navigate away from the page before checking the Active box and clicking save, you will be unable to later.

The user’s account is now active and you can generate a temporary password by using the Reset Password function.

First Name:

Middle Name:

Last Name:

Certification Number:

Birth Date:

Username:

Primary Email:

Only show users with roles in my organization

Include merged people

Edit	Cert Number	Last Name	First Name	Middle Name	Birth Date	User Name	Primary Email	PersonId
Edit Info View/Edit Roles Reset Password		Person	Sample		03/15/1961	sampleperson@example.com	sampleperson@example.com	99408

View/Edit Roles will display options for adding, editing, or inactivating user roles at your organization or child organization.

[The EDS User Role Matrix and eCert User Role Matrix are available here](#) on the public K12 website EDS Administration page. These show the user roles available in EDS Administration along with the role’s assignment level, description, and EDS application(s) the role gives access to.

First Name:
 Middle Name:
 Last Name:
 Certification Number:

Birth Date:
 Username:
 Primary Email:

Only show users with roles in my organization
 Include merged people


Edit	Cert Number	Last Name	First Name	Middle Name	Birth Date	User Name	Primary Email	PersonId
Edit Info View/Edit Roles Reset Password		Person	Sample		03/15/1961	sampleperson@example.com	sampleperson@example.com	99408

Reset Password allows you to request a temporary password be generated for the user's account. When you click on Reset Password, you will be taken to the Manage Person Password page. To have the system reset the user's password and send them an email with the temporary password, fill in the Verification Code and click Submit. This email is sent to the user's Username, Primary Email, and Alternate email.

Manage Person Password

User Login:

Verification Code:




Verification Code

Passwords must be changed every 120 days. Users will be prompted by EDS upon logging in with an expired password to change their password.

You are able to edit users' information (names, usernames, etc.), assign them organization roles, and edit their contact information. Users may edit their own contact information within the EDS system as well.

Under Manage People, use the Edit Person search screen to search for the user you wish to edit. The "Only show users with roles in my organization" is unchecked by default. The checkbox should be checked if you only wish to search for accounts who already have active EDS roles in your district; otherwise, all EDS users will be searched.

First Name:	sample	Birth Date:	
Middle Name:		Username:	
Last Name:	person	Primary Email:	
Certification Number:			

 **Only show users with roles in my organization**

Include merged people

Search **Show All** **Clear**

You may come across a user who has multiple EDS accounts. If this occurs, confirm that the multiple accounts do belong to the user. Then, send an email to customersupport@k12.wa.us with the first and last name of the user and the Person ID of each account. If there is a username in each account, please let us know which username needs to be kept.

Edit Info

To update information on the Edit Info screen, edit the text fields and click Save. Note the buttons near the top of the page which take you to screens where you may edit a person's organization roles, change their name, or reset their password.

[Reset Password](#) [Manage Roles](#) [Change Person Name](#)

To update information, complete all required fields marked with the asterisk (*). When finished, click the **Save** button.

The following fields are open to public disclosure:

- First Name
- Middle Name
- Last Name
- Birth Date
- Gender
- Ethnicity
- Cert Number
- Username
- Primary Email
- Business Address
- Business Phone Number

User Information	
First Name: <input type="text"/>	Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Not Provided <input type="radio"/> Other
Middle Name: <input type="text"/>	* Birth Date: <input type="text"/> (mm/dd/yyyy)
Last Name: <input type="text"/>	SSN: <input type="text"/> (no hyphens)
Race: <input type="text" value="Not Provided"/>	Ethnicity: <input type="text" value="Unknown / Not Provided"/>
Account Information	
* Username: <input type="text" value="Test.account@k12.wa.us"/>	Active: <input checked="" type="checkbox"/>
<small>Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.</small>	
Email Information	
* Primary: <input type="text" value="Test.account@k12.wa.us"/>	Recovery: <input type="text"/>
Home Information	
Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	Country: <input type="text" value="Please Select"/>
Zip Code: <input type="text"/>	Fax: <input type="text"/>
* Phone Number: <input type="text"/>	
Business Information	
Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	Country: <input type="text" value="Please Select"/>
Zip Code: <input type="text"/>	Fax: <input type="text"/>
Phone Number: <input type="text"/>	
Teaching Certificate Information	
Cert Number: <input type="text" value="-No Certificate-"/>	
<input type="button" value="Save"/>	

View/Edit Roles

The View/Edit Roles screen allows you to add or edit existing organization roles for the user.

To add a role for an organization that is already listed on the screen, click the Add Role button in the appropriate row.

To add a role for an organization that is not listed, click the Add New Org button.

Organization Name	Organization Roles	
Springfield School District	EDS ESD/District Manager 9/8/2011 - Present	Edit Delete Add Role

Back **Add New Org**

Then, use this screen to search for the organization. Click on the link of the organization you wish to select.

Please search for and select the organization you wish to assign a role for.

Organization Type: All

Organization Name:

Search **Clear**

Organization	Code	Status
Springfield Elementary	7909	Open
Springfield School District	90909	Open

Select the role you wish to assign. When finished, click the Save button to save your changes.

Person: Sample Person
 Organization: Springfield School District
 Organization Role: Please Select
 Title: (optional)
 Status:
 Date Active:

- BusDriverCert User
- CAA Options OSPI Administrator
- CAA Options User
- CAA/CIA User
- CEDARS Direct Entry User
- CEDARS District Administrator
- CEDARS District User**
- CEDARS OSPI Viewer
- CEDARS Report Viewer
- CEDARS School Administrator
- CEDARS Search User
- Community Data Security Manager
- Contrasting Groups Study (PLD) User
- CSRS District Administrator
- CSRS District User
- CSRS Information
- CSRS OSPI Viewer
- CSRS P210Voc User
- CSRS Report Viewer
- CSRS School Administrator
- CSRS Search User
- CTE CIPCode Admin
- CTE Director
- CTE Maint Admin
- CTE Online Provider
- CTE Pathway Supervisor
- Data File Metadata Admin

For a list of roles and their descriptions, please see the [EDS User Role Matrix](#) posted on the K-12 website.

Remove User Role Access

To remove access to one user role: When a user no longer needs a role, please use the Edit button to inactivate the role.

Organization Name	Organization Roles		
Aberdeen School District	AttendanceAndWeapons Attendance User	7/20/2012 - Present	
	CEDARS Direct Entry User	7/20/2012 - Present	
	iGrants User	6/20/2011 - 7/20/2012	
	Student Record Data Exchange User	7/20/2012 - Present	
	Washington Assessment Management User	7/20/2012 - Present	
			

Select Inactive for the Status, then the Save button.

Person: Sample Person
 Organization: Aberdeen School District
 Organization Role: **iGrants User**
 Title: (optional)
 Status: Active Inactive
 Date Active: 6/20/2012 mm/dd/yyyy
 Date Inactive: 7/20/2012 mm/dd/yyyy
 Save

The user role will still be displayed along with a start and end date.

Organization Name	Organization Roles		
Aberdeen School District	AttendanceAndWeapons Attendance User	7/20/2012 - Present	Edit
	CEDARS Direct Entry User	7/20/2012 - Present	Edit
	iGrants User	6/20/2011 - 7/20/2012	Edit
	Student Record Data Exchange User	7/20/2012 - Present	Edit
	Washington Assessment Management User	7/20/2012 - Present	Edit

When a district employee leaves:

- To remove access to all user roles at an organization, click the Inactivate button under the All Roles column. This will end date all the roles at that organization, removing access and will leave a historical record of what roles the user used to have.

Organization Name	Organization Roles		All Roles
School District (23311)	AttendanceAndWeapons Attendance User	7/22/2011 - Present	Edit Delete Add Role
	AttendanceAndWeapons District Administrator	7/5/2012 - Present	Edit Delete
	CAA/CIA User	2/24/2012 - Present	Edit Delete
	CEDARS District Administrator	8/8/2012 - Present	Edit Delete
	CEDARS District User	7/22/2011 - Present	Edit Delete
	CEDARS Report Viewer	7/22/2011 - Present	Edit Delete
	CEDARS School Administrator	7/22/2011 - Present	Edit Delete
	CEDARS School Administrator	7/22/2011 - Present	Edit Delete
	CEDARS Search User	7/22/2011 - Present	Edit Delete
	Choice Transfer Coordinator	8/14/2014 - Present	Edit Delete

Select Ok to inactivate all user roles.

Organization Name	Organization Roles	All Roles
School District (23311)	AttendanceAndWeapons Attendance User 7/22/2011 - Present	<input type="button" value="Add Role"/> <input type="button" value="Inactivate"/>
	ent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	sent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	ent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	ent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	ent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	ent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CEDARS School	7/22/2011 - Present	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Are you sure you want to inactivate all the roles?

Requested Roles

EDS users may request application roles be applied to their accounts. When a user requests access to an EDS application, they associate their request with a school or district. Once the user requests a role, it will be displayed in the “Requested Roles” report for the District Data Security Manager on the left navigation under Manage People. On this page, District Data Security Managers may review, approve, and deny roles requested by users for access to an EDS application within their organization. Requested roles are listed by the date they are requested, showing oldest requests first.

Test Web Server

Home Help Feedback

Print Friendly Logout

- > Select Organization
- > Manage People
 - > Create New Person
 - > Edit Person
 - > Requested Roles
 - > Bulk Account Uploads
- > Manage Organizations
 - > Edit Organization
 - > Edit Contact Info
 - > Edit Directory Info
 - > Contract Schools
 - > New Schools Requested
- > Reports
 - > Organization Hierarchy
 - > Security By Role
 - > Security By Organization
 - > Contract List
 - > School Profile Data
 - > Education Directory
- > Info Center

EDS Administration

Requested Roles

Below is a list of all the users who have requested roles as part of your organization. You can use this form to Approve or Deny these requested roles. To do so, you will need to check the box for each user role you wish to approve or deny, and click the associated button. You can also check the box in the header row to select all records on the screen. Use the Search Filters box to limit the number of roles returned.

Search Filters

Role:

Organization:

1 pending requests returned.



Edit Record	Date of Request	Role	Description	Name	UserName	Primary Email	Certificate Number	DOB	Gender	Organization Name
<input type="checkbox"/>	8/19/2016	Choice Transfer Coordinator	Choice Transfer Coordinator	Test,	test@k12.wa.us	test@k12.wa.us		7/28/2016	Not Provided	Elementary (2)


The search filters on the screen can be used by selecting either a role or an organization to limit the number of requests returned on the screen.

Checking the box in the green header will select all users on the page. Once selected, you can approve or deny all selected requests at once.

Users will get an email notification once you approve or deny a role. Users can also check the status of their requested roles by logging into their EDS account, clicking on the Profile tab, and selecting Request Access on the left.

Home My Applications **Profile** 

Print Friendly  Logout 

- > My Personal Info
- > Change Password
- > Education Directory
- > **Request Access** 
- > Security Manager List

My Profile

Request Access

The table below displays the status of all the EDS Application Roles you have requested to be granted. To request additional roles for your organization, please click on the **Add button** below the table.

	Role	Description	Organization	Date Requested	Status
Delete 	CEDARS Report Viewer	Allows a user to run reports in CEDARS.	School District (14005)	8/19/2016	Request Pending

[Add Role](#)

You may also delete a requested role, however, this does not get communicated to the user. We only recommend this if the request is a duplicate (the user already has the role assigned).

Bulk Account Uploads

Information on how to complete Bulk Account Uploads can be found [here on the Education Data System Administration page](#) titled EDS Bulk Upload Instructions.

Manage Organizations

As a District Data Security Manager, you can edit information about your Organization and each one of your schools. This is known as the directory information. OSPI assumes that as your organization directory information changes throughout the year, it is continually updated. OSPI routinely pulls information from this system for a variety of purposes, including posting to the public [K12 website](#), bulletin and memorandum correspondence, displaying on the public [Report Card website](#), and for all other directory inquiries.



The screenshot shows the OSPI (Office of Superintendent of Public Instruction) EDS Administration interface. The header includes the OSPI logo and the text 'WASHINGTON STATE Office of Superintendent of Public Instruction'. A left-hand navigation menu lists several categories: 'Select Organization', 'Manage People' (with sub-items 'Create New Person' and 'Edit Person'), 'Manage Organizations' (with sub-items 'Create New Organization', 'Edit Organization', 'Edit Contact Info', 'Edit Directory Info', 'Edit Contract Schools', 'Contract Schools', and 'New Schools Requested'), 'Reports' (with sub-items 'Organization Hierarchy', 'Security By Role', 'Security By Organization', 'Contract List', 'School Profile Data', and 'Education Directory'), 'Manage Security Policy', 'Send E-mail', and 'Info Center'. The main content area is titled 'EDS Administration' and 'Manage Organizations'. It states: 'This section allows you to edit information about organizations. Information about an organization includes: Organization information -- Name, Acronym; Organization parents -- Parent organizations; Contact information -- Address, phone numbers, email addresses, URLs'. Below this, it asks 'What would you like to do?' and provides two links: 'Create a new organization' and 'Edit an existing organization'.

You can edit your assigned organizations from the Manage Organization Menu by selecting *Edit Organization* and choosing from the list, the organization that you want to edit. The status column lets you know whether an organization is *Open* (active) or *Closed* (inactive).

The screenshot shows the OSPI EDS Administration interface. On the left is a navigation menu with categories: Select Organization, Manage People, Manage Organizations, Reports, Manage Security Policy, Send E-mail, and Info Center. The 'Manage Organizations' section is expanded, and 'Edit Organization' is highlighted with a blue arrow. The main content area is titled 'EDS Administration' and contains a search form with fields for Organization Type (Public School), Organization Name, Code, and District (All). Below the search form are 'Search' and 'Clear' buttons. A table of organizations is displayed below the search form, with a blue arrow pointing to the first row. The table has columns for Organization, Code, and Status.

Organization Type: Public School
Organization Name:
Code:
District: All

Search **Clear**

Organization	Code	Status
10th Street School	1656	Open
19-21 Transition Academy	1976	Open
A G West Black Hills High School	4500	Open
A J West Elementary	2834	Open
A-1 School	3862	Closed
A-1 High School	4862	Open
A.C.E	3967	Closed
Abraham Lincoln Elementary	3209	Open
Academy of Citizenship and Empowerment	5063	Open
Academy of Const and Engineering	5209	Open
Ace - Daybreak Star	1666	Closed
ACES High School	4247	Open
Acme Elementary	2585	Open
Adams Elementary	2156	Open

Edit Organizations

The organization profile is where information such as organization name, facility, and additional information can be edited. This is also where you can view the school code, grade span, Virtual School Status, and NCES numbers.

The screenshot shows the 'Edit Organization' form in the OSPI EDS Administration system. The form is titled 'Organization Information' and includes instructions: 'Edit the organization as needed. When finished, click the Save button.' and 'Click the Back button to return to the list of organizations.' The form is divided into several sections:

- Organization Profile:** Includes fields for Common Name (Elementary School), Legal Name (Elementary School), and Acronym.
- Reports:** Includes fields for School Code, NCES LEA Number, NCES LEA Name (SCHOOLS), and NCES School Number.
- Info Center:** Includes fields for Grade Span (Kindergarten - 5), School Authorized To Issue High School Diploma (Yes/No), Status (Open), Date Effective (1/1/1990), Primary Parent (Schools), and Organization Parents (Parent Organization Code: SCHOOLS | 34003).
- Category:** Public School, Regular School.
- School Type:** Regular School.
- Virtual School Status Type:** No Virtual Instruction.
- County:** Thurston.
- Facilities:** Radio buttons for Adult Jail, Correction or Detention Facility, Hospital, Other, Postsecondary Institution, Residential Facility, School Building, and Vocational Training Facility.
- Additional Information:** Includes Fire Protection Code (A - School is located in a city or town of less than 100,000 at time of annexation and is served by a), Locale (Urban Fringe of a Mid-size City), Boundary/Non-Boundary School (Boundary/Non-Boundary), In And Out Code (Incorporated/Unincorporated), and Special Program Emphasis School (Yes/No).

At the bottom of the form, there are 'Save' and 'Back' buttons. A note states: 'If you need to edit a read-only record, please contact customer support at customersupport@k12.wa.us.' The footer includes 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2004 - 2022'.

In an effort to mitigate issues and provide a process for investigating, resolving questions, approving and making these changes, OSPI has an annual schedule and a set of practices for directory information:

- Each Spring, OSPI will contact DDSMs by email requesting Annual Directory Changes. The email will include information and instructions regarding Directory Changes for the upcoming school year. This process can change from year to year so specific instructions are not included in this manual.

- After the email has been sent, this Annual Directory Changes information will be sent to Superintendents and posted on [OSPI's Bulletins webpage](#).
- OSPI will review all changes and communicate any questions or concerns regarding the district request.

Please note that any directory data change requests outside the timeframe outlined above will not be accepted until the following school year. See the [Directory Data District Tip Sheet](#) for background information, resources, tips, and definitions.

Directory Changes required to be requested of OSPI include:

- Opening a new school (see New Schools Requested section of this document)
- Re-opening a school
- Closing a school
- Grade span changes
- School category changes
- School type changes
- Schools association from one district to another
- Graduating status
- Virtual School status
- School facility changes

District Data Security Mangers can make the following directory data changes in EDS Admin at any time:

- Name Change
- Contact Information Changes
- Superintendent Changes
- Principal Changes
- New School requests
- Fire Protection Code
- Locale

- In and Out Code

OSPI does not need to approve/edit changes to school name, address, or principal.

Edit Contact Information

Contact information has fields for physical and mailing addresses of the organization, along with an administrative email account and web address.

Contact information includes the physical address, fax, phone, email address, and Web address (URL). If you have an additional address, use the Mailing Address section below the Physical Address section. To use the same address, check the checkbox next to Mailing Address title.

Select *Edit Organization* and choosing from the list, select the organization that you want to edit.

EDS Administration

Edit Organization

Select an Organization Category and Input Organization Name, or click "Search" button to display the entire list of organization administrate.

Organization Type: All

Organization Name: martin

Search Clear

Organization	Code	Status
Martin Luther King Elementary	2202	Closed
Martin Luther King Jr. Elementary School	2089	Open

Organization Info page opens

Select Edit Contact Info

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

EDS Administration

Organization Information

- Edit the organization as needed. When finished, click the **Save** button.
- Click the **Back** button to return to the list of organizations.

Organization Profile

Common Name: Martin Luther King Jr. Elementary School

Legal Name: Martin Luther King Jr. Elementary School

Acronym: [Empty]

School Code: 2089

NCES LEA Number: 17001

NCES LEA Name: 5307710

NCES School Number: 01143

Grade Span: Pre-school - 5

School Authorized To Issue High School Diploma:
 Yes No

To save changes, select the *Save* button; to cancel changes, select the *Cancel* button.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

EDS Administration

Contact Info for Martin Luther King Jr. Elementary School

- Please complete all required fields below.
- When finished, click the **Save** button.

Physical Address

Address Line 1: 6725 45 AVE S **Address Line 2:** [Empty]

City: SEATTLE **State:** Washington

Zip Code: 98126-3503 **Country:** United States

Phone Number: 206.252.6770 **Fax:** [Empty]

(123.123.1234 ext. 1234) (123.123.1234 ext. 1234)

Email Address: dcmcmillan@seattleschools.org

Web Address: [Empty]

Mailing Address Use same address as above

Address Line 1: 7740 34 AVE SW **Address Line 2:** [Empty]

City: SEATTLE **State:** Washington

Zip Code: 98126-3503 **Country:** Please Select

Cancel **Save**

Edit Administration

The District Data Security Manager is responsible for updating superintendent and principal contact information in EDS. Their contact information is displayed on the OPSI public websites and should be updated regularly.

Edit Directory Info for an Organization

Here you can add three types of contacts: Superintendent, Counselor, and Teaching and Learning. If more than one superintendent is added to the directory, only one superintendent can have the Include in Directory option set to "Yes." Include in Directory means the superintendent will be listed on the public [EDS Directory page](#) and the [State Report Card page](#) as the superintendent. They will also receive superintendent communications from OSPI.

IMPORTANT!

Make sure you inactivate an outgoing superintendent/principal BEFORE you add a new superintendent or principal. EDS Administration will give you a warning message if you try to add a superintendent/principal and one is already included in the directory.

You can view inactive contacts by selecting Active & Inactive in the Displayed Contacts drop down menu.

To add a superintendent or contact:

- Select *Edit Directory Info* on the left
- Click Add Superintendent, Add Counselor, or Add Teaching and Learning button
- Add information (fields with asterisks are required)
- Click Save

Title: Superintendent

**** First Name:**

Middle Name:

**** Last Name:**

**** Phone:**

Fax:

**** Email:**

Status: Active Inactive

**** Date Active:** (mm/dd/yyyy)
*Date this person assumed the role

Include in Directory: Yes No

To edit or remove a superintendent or contact:

- Click Edit
- Select Status – Inactive
- Enter the date when the status of the current superintendent changed
- Click Save

Displayed Contacts:

Title	First Name	Middle Name	Last Name	Phone	Fax	Email	Date Active	Listed in Directory	Active Record	
Superintendent					-			Yes	Yes	<input type="button" value="Edit"/>



Title: Superintendent

* **First Name:**

Middle Name:

* **Last Name:**

* **Phone:**

Fax:

* **Email:**

Status: Active Inactive

* **Date Active:** (mm/dd/yyyy)
*Date this person assumed the role

Date Inactive: (mm/dd/yyyy)

Include in Directory: Yes No

To replace a superintendent or contact:

- Follow steps (above) to inactivate superintendent
- Click Add Superintendent
- Enter the contact information for new superintendent
- Click Save

Displayed Contacts:

Title	First Name	Middle Name	Last Name	Phone	Fax	Email	Date Active	Listed in Directory	Active Record	
Superintendent					-			Yes	Yes	<input type="button" value="Edit"/>



Edit Directory Info for a School

Here you can add three types of contacts: Principal, Counselor, and Teaching and Learning. If more than one principal is added to the directory, only one principal can have the Include in Directory option set to “Yes.” Include in Directory means the principal will be listed on the public [EDS Directory page](#) and the [State Report Card page](#) as the principal. They will also receive principal communications from OSPI.

To add/edit/remove a principal:

- Select *Edit Organization* on the left
- Enter and select the organization you wish to edit
- *Organization Info* page pops up
- Select *Edit Directory Info*
- Follow same steps above for adding/editing/removing a superintendent

Request a New School

For additional information on requesting a new school, please see the Directory Data Tip Sheet found on our public K12 website [EDS Administration page](#).

Select **New Schools Requested** from menu.

Print Friendly Logout >

School District

EDS Administration

Welcome to the EDS Administration System.

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > Select Organization
- > Manage People
 - > Create New Person
 - > Edit Person
- > Manage Organizations
 - > Edit Organization
 - > Edit Contact Info
 - > Edit Directory Info
 - > Contract Schools
 - > New Schools Requested
- > Reports
 - > Organization Hierarchy
 - > Security By Role
 - > Security By Organization
 - > User Roles by Organization
 - > Contract List
 - > School Profile Data
 - > Education Directory
- > Info Center

Select from the drop down menu the school year the new school will first open and then select the *Add School* button.

EDS Administration

New Schools

For procedures, definitions and considerations in determining whether to request a new school please see our [OSPI Procedure for Identifying New Schools](#) document.

To request a new school for the selected school year, click the Add School button.

● School requested in school year:

- 2015-2016
- 2006-2007
- 2007-2008
- 2008-2009
- 2010-2011
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017
- 2017-2018
- 2018-2019

No new schools requested for the school year 2015-2016.

Add School


- > Select Organization
- > Manage People
 - > Create New Person
 - > Edit Person
 - > Requested Roles
 - > Bulk Account Uploads
- > Manage Organizations
 - > Edit Organization
 - > Edit Contact Info
 - > Edit Directory Info
 - > Contract Schools
 - > New Schools Requested
- > Reports
 - > Organization Hierarchy
 - > Security By Role
 - > Security By Organization
 - > Contract List
 - > School Profile Data
 - > Education Directory
- > Info Center

Enter **School Information**, then select Next button.

EDS Administration

New School: Step 1 of 4

Common Name	
School Name:	<input type="text"/>
Legal Name:	<input type="text"/>
Acronym:	<input type="text"/>
Date of Opening	
Date of Opening:	<input type="text"/> (mm/dd/yyyy)
Organization Categories	
Organization Category (select one):	<input type="radio"/> Contract School <input type="radio"/> Public School <input type="radio"/> Institution <input type="radio"/> Tribal School <input type="radio"/> Private School
County (select one):	<input type="text" value="Please Select"/>
School Type (select one):	<input type="radio"/> Affiliated With District <input type="radio"/> Re-Engagement School <input type="radio"/> Alternative School <input type="radio"/> Regular School <input type="radio"/> Not Affiliated With District <input type="radio"/> Special Education School <input type="radio"/> Preschool <input type="radio"/> Vocational/technical school <input type="radio"/> Private School Type
Boundary/Non-Boundary School:	<input type="radio"/> Boundary <input type="radio"/> Non-Boundary
Special Program Emphasis School Status	
Is this school designed to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language):	
<input type="radio"/> Yes <input type="radio"/> No	
Facilities	
<input type="radio"/> Adult Jail <input type="radio"/> Postsecondary Institution	
<input type="radio"/> Correction or Detention Facility <input type="radio"/> Residential Facility	
<input type="radio"/> Hospital <input type="radio"/> School Building	
<input type="radio"/> Other <input type="radio"/> Vocational Training Facility	
Grade Span	
Grade Span:	<input type="text" value="Please Select"/> - <input type="text" value="Please Select"/>
Authorized To Graduate:	<input type="radio"/> Yes <input type="radio"/> No



Next >

Enter **Principal Information**. Include in Directory means the principal will be listed on the public [EDS Directory](#) page.

EDS Administration

New School: Step 2 of 4

Please enter principal information for this school. For private schools, the principal may be called by a different title, e.g., chief administrator or executive.

Principal Info

Title:	<input type="text" value="Principal"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Date Active:	<input type="text"/> (mm/dd/yyyy)
Include In Directory:	<input type="radio"/> Yes <input type="radio"/> No

Back

Next ▶

Enter Address Information.

EDS Administration

School District

New School: Step 3 of 4

Physical Address

Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Washington"/>
Zip Code:	<input type="text"/>	Nation:	<input type="text" value="United States"/>
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Web Site URL:	<input type="text"/>		

Mailing Address

Same as physical address

Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Washington"/>
Zip Code:	<input type="text"/>	Nation:	<input type="text" value="United States"/>

Back

Next ▶

Enter **Comments** that describe the type of educational services the school will provide and any additional information you would like OSPI to have about your school request.

EDS Administration

New School: Step 4 of 4

Please enter any comments you have about this school.

Back

Submit

The request can be viewed from the New Schools Requested page by selecting the appropriate school year from the drop down menu. This request cannot be edited once submitted.

- > **Select Organization**
- > **Manage People**
 - > Create New Person
 - > Edit Person
- > **Manage Organizations**
 - > Edit Organization
 - > Edit Contact Info
 - > Edit Directory Info
 - > Contract Schools
 - > **New Schools Requested**
- > **Reports**
 - > Organization Hierarchy
 - > Security By Role
 - > Security By Organization
 - > User Roles by Organization
 - > Contract List
 - > School Profile Data
 - > Education Directory
- > **Info Center**

EDS Administration

Welcome to the EDS Administration System.

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

Reports

Under the Reports link is a list of reports based on your role. Click on the link to generate the report you want.



Organization Hierarchy

This report allows you to see how organizations belong to other organizations. Search for an organization by typing in its name and/or selecting its type, then click on the organization in the search results. If “parents” is selected, you will see the organizations that the searched-for organization belongs to, whereas if “children” is selected, you will see the organizations that belong to the organization you searched for.

Security by Role

This report allows you to view a list of all the users that have a particular role in your organization. This report is typically available only to the District Data Security Manager (DDSM).

Security by Organization

This report allows you to search for all users with roles at a particular organization. It displays a list sorted by organization. This report is typically available only to the DDSM.

School Profile Data

This report provides school profile data on each one of the organizations you have the authority to administrate in a spreadsheet style report. This report can be exported as well.

Education Directory

This report allows you to select or review different lists of all organizations either by searching by category, name, or code. This information can also be exported.


“Access Denied”

If you select an organization that you do not have the authority to administer, a message will display indicating that you are not able to access that organization's information.

EDS Administration Info Center

The Info Center displays contact information for OSPI Customer Support and a link to the public K12 [EDS Administration](#) page where this document can be found.

EDS Administration

 School District

Info Center

Who should I contact for questions about the EDS Administration application?

Please contact OSPI Customer Support at Customersupport@k12.wa.us or by calling (360) 725-6371 or the toll-free number at 1-800-725-4311.

Where can I find additional information about how to use this application?

Visit the EDS web site at <http://www.k12.wa.us/EDS/> for the latest version of the EDS Administration Manual and Policy.

For information on requesting a new school in EDS Administration, please visit the same web site, <http://www.k12.wa.us/EDS/>. See the EDS Administration Manual and Policy for instructions and the Directory Data Tip Sheet for additional information on Directory Changes.

Remember, if you need assistance; please contact your District Data Security Manager or OSPI Customer Support at 1-800-725-4311 option 7 or customersupport@k12.wa.us. The contact information is also available in the *Help* icon

EDS User Role Matrix

The EDS User Role Matrix and eCert User Role Matrix are available on the public K12 website [EDS Administration](#) page. These show the user roles available in EDS Administration along with the role's assignment level, description, and EDS application(s) the role gives access to.

Definitions

Administrator (Admin) - A person authorized to make changes to information stored in the system.

Acronym - Not utilized for federal reporting, nor by OSPI.

Cancel - Cancels any changes made and go back to the previous screen.

Checkbox - A square box beside an option. To select it, you click it. If it has been selected it has a checkmark in the box, if not the box is empty. To deselect a checked box, click it.

Child Organization - An organization that is sub-ordinate to a parent organization, that is listed in EDS under a Parent Organization. Example: An elementary school is the child organization of a school district (parent).

Common Name - Not utilized for federal reporting. Generally, the same as the Legal Name but can be different.

Contract School - A school that is managed by a legal school district or LEA through a contractual relationship.

District Code – a unique, 5-digit code assigned by OSPI to every LEA in Washington. Also known as a County-District Code (CCDDD). The first two digits represent the county of the LEA if a School District. For non-School District LEAs, the first two digits indicate how the LEA is apportioned public dollars in the School Apportionment and Financial Services system.

District Data Security Manager (DDSM) - The person(s) assigned by each organization to maintain system security, data integrity, and privacy by preventing unauthorized access to data and misuse of data. Requires a form to be filed by the district's Superintendent and submitted to OSPI before this role will be added to any EDS account.

Drop down menu - Allows you to select pre-entered data from a list.

EDS - Education Data System, the name of the OSPI hosted suite of applications.

Field - An input area for typing data into the system.

Form - A web screen that is used to enter information.

Grade Span - The lowest student grade level the LEA serves and the highest student grade level the education unit serves. This data is required for all schools and cannot be edited by the LEA. The grade span for all LEAs is calculated by OSPI from the lowest student grade level offered at all schools within

the LEA and the highest student grade level the LEA serves.

Hierarchy - A system of ranking and organizing things or people, where each element of the system (except for the top element) is subordinate to a single other element.

Institution - Jail or Detention Center providing educational services.

LEA - Local Education Agency.

Legal Name - The full legally accepted name of the school or local education agency and is used for all public, state and federal reporting. 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,

- Report the LEA name differently from any school names associated with the LEA. For example, add the word “Agency” to the LEA.
- 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.”

Link - Allows you to navigate to a specific part of the system with a single mouse click. In this manual links are underlined. Example: [Public K12 website](#)

Mailing Address - 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)

This address is where OSPI will mail official correspondence. This can be edited by the LEA at any time and should be kept accurate and timely.

NCES - The National Center for Education Statistics. For more information, see the [NCES website](#).

NCES LEA Name - The Legal Name as submitted according to EdFacts submission requirements set by NCES. This cannot be edited by the LEA. This field will be blank for any LEA that is not reported to the Department of Education by OSPI.

NCES LEA Number - The seven-digit unique identifier assigned to the LEA by the National Center for Education Statistics (NCES). Also known as NCES LEA ID. The first two digits are the 2–digit NCES State Code and the last five digits are unique within the state. This is populated by OSPI after assignment by NCES and cannot be edited by the LEA. This field will be blank for any LEA that is not reported to the Department of Education by OSPI.

NCES School Number - The NCES identifier for a school is five digits that are unique within each LEA and within the state. This is populated by OSPI after assignment by NCES and cannot be edited by the LEA. This field will be blank for any school that is not reported to the Department of Education by OSPI.

Organization - Usually refers to a school, a school district/LEA, an Educational Service District (ESD), or a college.

Parent Organization - The organization with authority over child organizations. For instance, a school district/LEA is the parent organization to a school.

Physical Address - The set of elements that describes the physical location (e.g., where an overnight delivery can be made) of the school or LEA, 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 (NO POST OFFICE BOXES!)
- 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 LEAs and schools from the U.S. Census Bureau. Therefore, it is extremely important the location addresses are accurate! This can be edited by the LEA at any time and should be kept accurate and timely.

Private School - A school operating in Washington State that is not maintained at public expense and does not meet the definition of a common school as defined in RCW 28A.150.020.

Public School- An organization authorized by public authority and financed primarily through public funds to provide a public education program 6to students from Pre-kindergarten through the twelfth grade or any part thereof including vocational educational courses and otherwise permitted by law.

Role - The specific type of access granted to an individual to access applications in EDS. For example, there are four levels of roles in the EDS Admin System: EDS ESD/District Manager, EDS School Manager,

Organization Administrator, and District Data Security Manager (DDSM).

School Code - a unique, 4-digit code assigned by OSPI to every school in Washington. Also known as the State School Identifier Number. This code is used for all state reporting and is required.

School Type

- **Affiliated with district** - This school type is used with contract and tribal schools to confirm their relationship with a legal school district.
- **Alternative 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. This school type is reportable to the Department of Education in the directory files annually.
- **Not Affiliated with district** - This school type is used with contract and tribal schools when they do not have a relationship with a legal school district.
- **Preschool** - A school that serves only pre-kindergarten students.
- **Private School Type** - A school operating in Washington State that is not maintained at public expense and does not meet the definition of a common school as defined in RCW 28A.150.020.
- **Re-engagement School** - A school that only provides 1418 open doors youth reengagement services as approved by OSPI's Reengagement Program Supervisor.
- **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. This school type is reportable to the Department of Education in the directory files annually.
- **Special Ed 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. This school type is reportable to the Department of Education in the directory files annually.
- **Vocational/Technical school** - This appears to have been added to and originally utilized by EDS to comply with original federal reporting requirements. This is used only by Skill Centers and Northwest Career and Technical High School in Clover Park Technical College.

Shipping Address - The optional set of elements that describes the location where assessment shipments are delivered for the education entity, including the street address, city, state, ZIP code, and ZIP code + 4. The shipping address is divided into the following fields:

- Address Shipping 1 – The mailing street name and number or post office box, limited to 30 characters
- Address Shipping 2 – Additional mailing street address information, limited to 30 characters (optional)
- City – The shipping 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)

This address is where OSPI will ship assessment materials if not blank. This can be edited by the LEA at any time and should be kept accurate if utilized.

Telephone Number - The 10-digit telephone number, including the area code, for the education entity. Reported publicly on the OSPI k12 website and to the Department of Education. This can be edited by the LEA at any time.

Tribal School - A BIE-funded school that is either operated according to a contract or grant.

URL -The code used to identify a web address. Example: <http://reportcard.ospi.k12.wa.us/>

Virtual School Status - An indication of the extent to which a public school offers instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunications technologies. The valid values for Virtual School Status are the following:

- **Exclusively virtual:** All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.
- **Primarily virtual:** The school's major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided. Most students receive all instruction virtually.
- **Supplemental Virtual:** Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.
- **No virtual instruction:** The school does not offer any virtual instruction. No students receive any virtual instruction.

Web Address – The Uniform Resource Locator (URL) for the unique address of a web page of an education entity. Reported publicly on the OSPI k12 website and to the Department of Education. This can be edited by the LEA at any time.