



State of Washington

Office of  
Superintendent of Public Instruction

OSPI

## New Local Education Agency (LEA) Process

### Information

OSPI has a single-sign-on system that controls access to all of our online applications for data reporting, grants, and school apportionment called the **Education Data System (EDS)**. Gaining access to EDS is the first step for a new LEA. EDS is also the source for all directory data such as LEA and school address, phone numbers and the assignment of a Principals and Superintendents which is used for official communication from OSPI for all programs within the agency.

All charter and tribal compact schools will be assigned a single school code and LEA code. The LEA code is the same as a 'district code' and is 5 digits where the first two digits are the county and last 3 are unique to that LEA. Please complete the following process to be assigned the appropriate codes and provide your organization with a district data security manager (DDSM) who can assign all access to other staff for your organization. (An LEA may appoint multiple people to be DDSM's which requires one form per person.)

### Steps to Obtain Required School and LEA Codes:

1. Send an email notification to OSPI Customer Support with the following information:
  - a. a completed *New LEA Request Form* (bottom attachment)
  - b. a completed District Data Security Manager ([DDSM Form](#)) (Authorizing an individual to be the manager of security to the OSPI online system, EDS)
2. The person who is your DDSM, must create an **Education Data System (EDS)** user account:
  - a. Go to: <https://eds.ospi.k12.wa.us>, select the "Create Account" tab
  - b. Fill-in the personal information to complete the EDS account
  - c. *Step 2 must be completed before OSPI will complete Step 3*
3. OSPI will send your DDSM an email notification when we have assigned the District Data Security Manager (DDSM) role and notify you of the Charter LEA code.
  - a. The DDSM now has access to assign security access to other charter users and to request an OSPI school code (school code). School codes are not issued until August.
4. DDSM requests a new school code in the **EDS Administration** application (refer to page 36 of 46 in the [EDS Administration Manual](#)):
  - a. Login to <https://eds.ospi.k12.wa.us>
  - b. Select *My Applications*
  - c. Select *EDS Administration*
  - d. Select *New Schools Requested*
  - e. Select "Add School" button and complete the requested information on each page
  - f. Select the "Submit" button
5. Email [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) when New School Request Form is submitted online.
6. OSPI will reply to your email with your new school code after August 1<sup>st</sup>.

**After Obtaining a School and LEA Code:**

The **new LEA** should then contact the following individuals to coordinate and understand all State and Federal reporting requirements:

Program Area	Contact	Description
	OSPI Customer Support 1-800-725-4311 <a href="mailto:CustomerSupport@k12.wa.us">CustomerSupport@k12.wa.us</a>	To create and establish a Charter School and to assign a District Data Security Administrator.
School Apportionment and Financial Services (SAFS)	<del>T.J. Kelly</del> <del>360-725-6301</del> <del><a href="mailto:Thomas.Kelly@k12.wa.us">Thomas.Kelly@k12.wa.us</a></del> Mike Sando 360-725-6292 <a href="mailto:Mike.sando@k12.wa.us">Mike.sando@k12.wa.us</a>	For all Financial reporting, including the P223, P240, P240A, F195, F196, F200, F203, S275 or school apportionment.
Teacher Certification (e-CERT)	Laura Gooding 360-725-6396 <a href="mailto:Laura.Gooding@k12.wa.us">Laura.Gooding@k12.wa.us</a>	
Fingerprinting	Catherine Slagle 360-725-6136 <a href="mailto:Catherine.Slagle@k12.wa.us">Catherine.Slagle@k12.wa.us</a>	For access to finger print requirements for school employees.
Code of Professional Conduct	Catherine Slagle 360-725-6136 <a href="mailto:Catherine.Slagle@k12.wa.us">Catherine.Slagle@k12.wa.us</a>	No EDS application involved, but to request presentation on this information, please contact Catherine
Teacher and Principal Quality - Title II, Part A	360-725-6340 <a href="mailto:title2quality@k12.wa.us">title2quality@k12.wa.us</a>	
Student Transportation (STARS)	Bruce Schneider 360-725-6120 <a href="mailto:STARS@k12.wa.us">STARS@k12.wa.us</a>	Student Transportation Allocation Reporting System (STARS) is used for the distribution of operations funding for student transportation and for providing an evaluation of relative efficiency.
School Facilities (ICOS)	360-725-6265	The primary grant program is the School Construction Assistance Program (SCAP). Other grant programs: small repair and improvements, K-3 class size reduction, STEM, energy efficiency, pre-disaster mitigation, and healthy schools.
Comprehensive Educational Data and Research System (CEDARS)	OSPI Customer Support 1-800-725-4311 <a href="mailto:customersupport@k12.wa.us">customersupport@k12.wa.us</a>	Please see the CEDARS data collection manual and training materials at: <a href="http://www.k12.wa.us/CEDARS/default.aspx">http://www.k12.wa.us/CEDARS/default.aspx</a> You will need an SFTP account to send data.
Career and Technical Education (CTE)	Rebecca Wallace 360-725-6243 <a href="mailto:Rebecca.wallace@k12.wa.us">Rebecca.wallace@k12.wa.us</a>	Authorization to deliver CTE content must take place within the CTE application within EDS. Federal Reporting of CTE student outcomes takes place within the VOC application.
Special Education	Sandy Grummick 360-725-6075 <a href="mailto:Sandy.Grummick@k12.wa.us">Sandy.Grummick@k12.wa.us</a>	Data collected through CEDARS, reviewed and verified annually through Special Education November Federal Child count.
Federal Accountability / Index	Gayle Pauley 360-725-6170	Federal ESSA law requires goals/targets to be set, districts and schools to be measured, and

Program Area	Contact	Description
	<a href="mailto:Gayle.Pauley@k12.wa.us">Gayle.Pauley@k12.wa.us</a> <del>Morgan Sampson</del> 360-725-6110 <del>Morgan.Sampson@k12.wa.us</del> <a href="mailto:countabilitydata@k12.wa.us">countabilitydata@k12.wa.us</a> Andrew Parr 360-725-6063 <a href="mailto:Andrew.Parr@k12.wa.us">Andrew.Parr@k12.wa.us</a>	schools to be identified for reward and improvement. There are specific data that need to be timely and accurate for each school and district in order for these determinations to be made accurately.
Homeless Children and Youth	Melinda Dyer 360-725-6050 <a href="mailto:Melinda.Dyer@k12.wa.us">Melinda.Dyer@k12.wa.us</a>	Data collected through CEDARS, reviewed and verified annually through Homeless Children and Youth Data Collection.
Child Nutrition	Leanne Eko 360-725-6200 <a href="mailto:Leanne.Eko@k12.wa.us">Leanne.Eko@k12.wa.us</a>	EDS Collections: Direct Certification and Direct Verification WINS: Separate application and claim system
Student Assessment	Kimberly DeRousie 360-725-6353 <a href="mailto:Assessment@k12.wa.us">Assessment@k12.wa.us</a> Assessment Analysts 360-725-6109 <a href="mailto:assessmentanalysts@k12.wa.us">assessmentanalysts@k12.wa.us</a> Christopher Hanczrik 360-725-6350 <a href="mailto:Christopher.Hanczrik@k12.wa.us">Christopher.Hanczrik@k12.wa.us</a>	Must establish a District Assessment Coordinator For assistance with all Assessment applications: Washington Query, Washington Assessment Management System (WAMS), CAA/CIA Database, TIDE, Report Card Preview
Adjusted Cohort Graduation Application	Lisa Ireland 360-725-6358 <a href="mailto:Lisa.Ireland@k12.wa.us">Lisa.Ireland@k12.wa.us</a>	Data collected through CEDARS and used for Graduation Rate reporting annually
Title I C, Migrant Education Program	Sylvia Reyna 360-725-6147 <a href="mailto:Sylvia.Reyna@k12.wa.us">Sylvia.Reyna@k12.wa.us</a>	
Learning Assistance Program (LAP)	<del>Kristi Coe</del> 360-725-6100 <a href="mailto:LAP@k12.wa.us">LAP@k12.wa.us</a> <del>Kristi.Coe@k12.wa.us</del>	Data collected through CEDARS, reviewed and verified annually through iGrants Package.
Behavior and Weapons	Mike Donlin 360-725-6041 <a href="mailto:Mike.Donlin@k12.wa.us">Mike.Donlin@k12.wa.us</a> <del>Joshua Lynch</del> <del>360-725-4969</del> <del>Joshua.Lynch@k12.wa.us</del>	Data collected through CEDARS, reviewed and verified annually Behavior and Weapons application.
Student Attendance	Krissy Johnson 360-725-6045 <a href="mailto:Krissy.Johnson@k12.wa.us">Krissy.Johnson@k12.wa.us</a>	Data collected through CEDARS, reviewed and verified annually through Unexcused Student Absences application.
Highly Capable	Jody Hess 360-725-6171 <a href="mailto:Jody.Hess@k12.wa.us">Jody.Hess@k12.wa.us</a>	Data collected through CEDARS, reviewed and verified annually through iGrants Package.
Title I A	<del>Gayle Pauley</del> <del>360-725-6170</del> <del>Gayle.Pauley@k12.wa.us</del> Jon Mishra 360-725-6339	

Program Area	Contact	Description
	<a href="mailto:Jon.mishra@k12.wa.us">Jon.mishra@k12.wa.us</a>	
Title I G	<del>Barbara Dittrich</del> <del>360-725-6097</del> <del><a href="mailto:Barbara.Dittrich@k12.wa.us">Barbara.Dittrich@k12.wa.us</a></del> <a href="mailto:Jason.Boatwright@k12.wa.us">Jason Boatwright</a> <a href="tel:360-725-0436">360-725-0436</a> <a href="mailto:Jason.Boatwright@k12.wa.us">Jason.Boatwright@k12.wa.us</a>	
Alternative Learning (ALE) / Online Learning	Rhett Nelson 360-725-6229 <a href="mailto:ALDinfo@k12.wa.us">ALDinfo@k12.wa.us</a>	
Title III, Transitional Bilingual Services	Jolynn Engellant 360-725-6147 <a href="mailto:Jolynn.Engellant@k12.wa.us">Jolynn.Engellant@k12.wa.us</a>	

# OSPI Directory Data – New LEA Request Form

Local Education Agency (LEA)

All data on this page is required, will be public listed and must be returned to OSPI Customer Support first.

LEA Legal Name:	
LEA Common Name:	

***Physical Address***

Address 1:	
Address 2:	
City:	
State: Washington	
Zip Code (xxxxx-xxxx):	
LEA County of Physical Address:	

***Mailing Address***

Address 1:	
Address 2:	
City:	
State: Washington	
Zip Code (xxxxx-xxxx):	
Business Phone (xxx.xxx.xxxx):	
Agency Website (OPTIONAL):	

***Superintendent/Director***

First and Last Name:	
Title:	
Email Address:	
Business Phone (xxx.xxx.xxxx):	

***Grade Span Offered:***

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Check boxes for all grades that will be offered)