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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

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( X ) Action Required

( ) Informational

## BULLETIN NO. 005-24 DATA STRATEGY AND STUDENT INFORMATION

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Principals  
CEDARS Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: High School Student Directory Information – Sharing with Higher Education Institutions (Senate Bill 5593)

CONTACT: Darby Kaikkonen, Director of Student Information  
360-725-6247, [darby.kaikkonen@k12.wa.us](mailto:darby.kaikkonen@k12.wa.us)

## PURPOSE/BACKGROUND

[Senate Bill 5593](#) (2023) created new requirements for school districts to share high school student directory information with the Office of Superintendent of Public Instruction (OSPI).

[RCW 28A.150.515](#) and [RCW 28B.10.041](#) require that school districts submit directory (contact) information for high school students and their parents/guardians to OSPI. OSPI is required to make this information available to institutions of higher education for the purpose of informing students of postsecondary educational opportunities available in the state. Institutions of higher education for this purpose are Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington, Washington State University, Western Washington University, Washington State Community and Technical Colleges, St. Martin's University, and Heritage University.

Through this contact information, Washington's higher education institutions can communicate with students and families to increase awareness about college opportunities.

## Implementation Stages

In this specific data collection context, directory information refers to the names, addresses, email addresses, and telephone numbers of students and their parents or legal guardians. The list of data to be collected is in the Table of Elements below.

OSPI will provide additional collection details in the coming months and notify districts with a bulletin when these are available.

Beyond the requirements for districts to share these data with OSPI, there are other implementation stages, as called out in the RCWs and shaped by stakeholder conversations over the past six months:

1. OSPI establishes data-sharing agreements with higher education institutions to exchange high school student directories during Fiscal Year 2024.
2. School districts transmit directory data to OSPI by November 1st, beginning in 2024.
3. OSPI makes directory data available to higher education institutions per data-sharing agreements.
4. Institutions of higher education transmit enrollment and outcome information to OSPI.
5. OSPI establishes a process to transmit enrollment and outcome information to school districts by the beginning of the 2025–26 school year.

## Table of Elements

This table lists the data elements that will be collected. OSPI will provide additional collection details in the coming months and notify districts with a bulletin when available.

| Data Element                   | Description  |
|--------------------------------|--|
| District Code                  | Unique, five-digit code assigned by OSPI to every LEA in Washington.                                   |
| School Code                    | Unique, four-digit code assigned by OSPI to every school in Washington.                                |
| School Year                    | This is the four-digit year-end for academic years that span a calendar year (e.g., 2013 for 2012–13). |
| SSID                           | State Student Identifier.  |
| Student Last Name              | The full legal last name borne in common by members of a family.                                       |
| Student First Name             | The full legal first name given to a person at birth, baptism, or through legal change.                |
| Student Mailing Address Street | The street number, street name, or post office box number of an address.                               |
| Student City                   | The name of the city in which an address is located.   |

| <b>Data Element</b>                       | <b>Description</b>  |
|---|---|
| Student State                             | The abbreviation for the state (within the United States) or outlying area in which an address is located.  |
| Student Zip Code                          | A number that identifies each postal delivery area in the United States used as a portion of an address.  |
| Student Phone Number                      | The telephone number, including the area code and extension, if applicable.   |
| Student Email Address                     | The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. |
| Parent or Guardian Last Name              | The full legal last name borne in common by members of a family.  |
| Parent or Guardian First Name             | The full legal first name given to a person at birth, baptism, or through legal change.   |
| Parent or Guardian Mailing Address Street | The street number, street name, or post office box number of an address.  |
| Parent or Guardian City                   | The name of the city in which an address is located.  |
| Parent or Guardian State                  | The abbreviation for the state (within the United States) or outlying area in which an address is located.  |
| Parent or Guardian Zip Code               | A number that identifies each postal delivery area in the United States used as a portion of an address.  |
| Parent or Guardian Phone Number           | The telephone number, including the area code and extension, if applicable.   |
| Parent or Guardian Email Address          | The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. |

### Action Required

RCW 28A.150.515 requires school districts with high school students (enrolled in grades 9, 10, 11, or 12) to transmit these data annually to OSPI. At this time, school districts need to follow the following steps:

- Students or their parents/guardians may opt-out of having these data shared. Districts need to include data-sharing with higher education as part of their annual FERPA notification and opt-out list for the 2024–25 school year.
- Prior to transmitting the specified directory information to OSPI, the district will remove any student record who has opted out of the collection.
- This new data collection is scheduled to begin by November 2024. Districts should review the Table of Elements below to ensure requirements can be met.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Darby Kaikkonen, Director of Student Information, at 360-725-6247 or email [darby.kaikkonen@k12.wa.us](mailto:darby.kaikkonen@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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