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

k12.wa.us

October 8, 2021

( X ) Action Required

( X ) Informational

**BULLETIN NO. 079-21 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES**

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Personnel Directors  
School District Data Administrators  
Public Charter Schools  
Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2021–22 Personnel Reporting Handbook  
2021–22 School Personnel Report, Form S-275

CONTACT: Ross Bunda, Supervisor, School District Personnel Reporting  
360-725-6308, [ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us)

## **PURPOSE/BACKGROUND**

The *2021–22 S-275 Personnel Reporting Handbook* provides school districts and educational service districts (ESDs), charter schools, and tribal compact schools with instructions for reporting certificated and classified staff to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

Submit a report for each employee who, as of October 1, is contracted or hired to provide services any time during the 2021–22 school year.

## CHANGES FOR THE 2021–22 SCHOOL YEAR

OSPI no longer regulates salary placement for teachers and educational staff associates, and no longer collects credit information.

Highest Degree is reported using the following one-digit codes only:

- B (Bachelor's)
- M (Master's)
- D (Doctorate)
- Blank (no bachelor's or higher degree)

"Certificated years of experience" means certificated employment in schools (preschools or elementary and secondary schools).

## REPORTING INSTRUCTIONS

School districts are responsible for preparing and transmitting their S-275 data to OSPI through one of the following procedures:

- **Transmit electronically** through the Washington School Information Processing Cooperative (WSIPC) network. Contact your WSIPC coordinator for details.
- If you are a school district that **does not use WSIPC**, or are **having difficulty** with your import: If you are having secure file transfer protocol (SFTP) login issues, please contact OSPI IT Services, Customer Support at 1-800-725-4311, option 7 or email [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us). If you have successfully logged into the SFTP and are still having issues with your import, please contact Ross Bunda at 360-725-6308.

Use the following instructions for accessing the Education Data System (EDS) S-275 reporting system:

1. District personnel completing and submitting the report must first contact their District Data Security Manager to be given access to the reporting system. If you do not have a username and password, your District Data Security Manager can establish these for you at that time. A list of Data Security Managers for each district is available at [District Security Managers](#).

Data Security Managers will be able to assign the following role(s):

- SAFS District Personnel User

District designated users with this role can:

- Run/View/Print the update journal error report.
  - Run/View/Print the 1801, S-275, and S-275 edit reports.
2. After you obtain your user name and password from your District Data Security Manager and have been assigned the appropriate role(s), you must log into OSPI's EDS at [EDS System Sign In](#) with your email address as your username and password. The S-275 reporting system for 2021–22 is scheduled to be available to districts on November 1, 2021. If you are new to the EDS system, follow Step 3 below to establish a password. If you have already established your password, skip to Step 4 below.
  3. Please note the password is case sensitive and you will be prompted to change your password once you successfully log into the system. Passwords must be at least eight characters and must include (a) one upper case letter, (b) one lower case letter, (c) one numeric digit, and (d) one special character (\*\$+?\_&=!%{}/). Do not use the phrase 'pass.'
  4. Please update your contact information when shown the "My Contact Information" screen. This will enable us to communicate with you more effectively as our distribution lists are generated through this feature.
  5. Click the "My Applications" tab to view a list of the applications currently available to you. Select the SAFS link, then the "Personnel" tab, and then follow the instructions on the application for requesting your reports.
  6. At the SAFS level, click on the "Info Center" tab to access the Personnel User Manual.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Ross Bunda, Supervisor of Personnel Reporting, at 360-725-6308 or by email at [ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us). The OSPI TTY number is 360-664-3631.

Questions regarding instructions for reporting employee data should be directed to Ross Bunda, Supervisor of Personnel Reporting at 360-725-6308 or [ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us).

Questions regarding data transmission problems should be directed to Information Technology Services, Customer Support at 800-725-4311, option 7 or email [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us).

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This bulletin, Form S-275, and the S-275 Personnel Reporting Handbook are posted at [S-275 Personnel Reporting Instructions for 2021–21](#).

Tennille Jeffries-Simmons  
Chief of Staff

T.J. Kelly  
Chief Financial Officer  
Financial Resources

Michelle Matakas  
Director  
School Apportionment and Financial Services

CR:rb

Attachment(s): 2021–22 Personnel Reporting Handbook  
Form SPI S-275

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*