Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS) Log-In Instructions

PRIVATE SCHOOLS

1. Log into EDS: https://eds.ospi.k12.wa.us.
    a. If you do not have an EDS account, click the Create an Account tab, and follow the instructions to create an account. Then go to step 4 below.
2. Enter your username and password.
3. Click Login. You will be asked to agree to the conditions of using EDS. Click on I agree.
4. Click on the tab "My Applications."
5. Next, click on the link for *Private Participation in Federal Programs*.

    a. If the Private Participation in Federal Programs application does not appear in your list of applications, email eds.support@k12.wa.us with the following:

    Subject Line: Access to Private Participation in Federal Programs Application
    Body of email: I am requesting access to the Private Participation in Federal Programs Application in EDS.
    First, Middle, Last Name:
    Date of Birth:
    EDS Account Username:
    Private School Organization (Building) Code:
6. Complete the Private Participation in Federal Programs application.

For help logging into EDS, please contact OSPI's Customer Support office at eds.support@k12.wa.us, or 1-800-725-4311.

For questions regarding participation in federal program Julie Chace, Program Supervisor, at julie.chace@k12.wa.us. You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.

SCHOOL DISTRICTS

1. Log into EDS: https://eds.ospi.k12.wa.us.
2. Enter username and password.

   a. If you do not have an EDS account, click the Create an Account tab, and follow the instructions to create an account. Then go to step 4 below.
3. Click Login. You will be asked to agree to the conditions of using EDS. Click on I agree.
4. Click on the tab "My Applications."
5. Next, click on the link for *Private Participation in Federal Programs*, which will bring up your school district's page. (If you are an Educational Service District employee, select the name of the school district you would like to view.)
   a. If the Private Participation in Federal Programs application does not appear in your list of applications, contact your District Data Security Manager, and ask to be assigned the role of "Private Participation Administrator" at your school district.
6. Select the appropriate year in the School Year drop-down menu.

For help logging into EDS please contact your District Data Security Manager.

For questions regarding participation in federal program Julie Chace, Program Supervisor, at julie.chace@k12.wa.us. You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.