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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

March 7, 2024

(X) Action Required
Due date: May 15, 2024
() Informational

BULLETIN NO. 013-24 CENTER FOR THE IMPROVEMENT OF STUDENT LEARNING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Data Security Managers
CEDARS District Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Directory Review Process for 2024–25 School Year

CONTACT: Jen Appleyard, Director of Data Governance
360-995-2659, jen.appleyard@k12.wa.us, or cisl@k12.wa.us

PURPOSE/BACKGROUND

The Office of Superintendent of Public Instruction (OSPI) is responsible for establishing a numbering and classification scheme used to identify each school within the state. These directory data are essential for state and federal reporting and have accountability impacts. In order for OSPI to maintain apportionment and student information data systems, it is important that school district administrators pay attention to the accuracy of their school directory information and provide timely notification of changes.

This bulletin is to inform you of the upcoming review process for the 2024–25 School Year directory. Because there have been some changes to the process, OSPI is asking that each district complete a survey this year. OSPI will email a survey link to District Data Security Managers (DDSMs) with specific instructions. Details about the survey and DDSMs are below. Please complete this survey no later than **May 15th**. Directory changes are due to take effect in the system by August 1st.

General Directory Review Process

Some directory changes require OSPI approval. These changes are:

- Opening a new school in 2024–25

- Reopening a school that was previously closed
- Closing a school
- Changing the grade levels offered at a school
- School facility or type changes (alternative, vocational, special education, etc.)
- School association from one district to another (or educational service district)
- Graduating status
- Changes to residential boundaries
- Any other change that results in a 50% or greater change to the student population of a school

If your district has one or more of these changes that require OSPI approval, DDSMs should request them via the survey. If your district is not requesting any of these changes, DDSMs may note this on the survey.

Some directory changes do not require OSPI approval but should be updated by DDSMs directly in the Education Data System Administration application. The updates should be made at the time of the change. These changes are:

- School address changes (that do not result in student population or residential area changes)
- Changes to principal (or email address and other contact information)
- Changes to the superintendent (or email address and other contact information)
- Common and legal school name changes (that do not result in student population or residential area changes)
- Fire protection code changes
- Locale code changes
- In and Out code changes

The [list of current directory information for all schools and districts](#) is available on the OSPI website. Please review the list for accuracy and whether there are or will be any changes for the 2024–25 school year.

A list of DDSMs is available on the OSPI website. Please check that the DDSM's contact information is correct and refer to the [EDS Administration](#) resources for instructions on making changes.

Additional Considerations for Directory Review

Transition to Kindergarten Information in the Directory

Districts planning to offer Transition to Kindergarten in 2024–25 are required to notify OSPI. Please note this in question five (5) of the survey.

Directory and Accountability

The Every Student Succeeds Act (ESSA) establishes that **all schools** shall be included in the

federal accountability framework, which for our state is the Washington School Improvement Framework (WSIF). The list of “schools” used for determining accountability is defined by those in the directory. In reviewing the directory and your schools, you should consider whether some “schools” would be more appropriately designated as a “program.”

To clarify the importance of reviewing the directory data as it pertains to federal accountability, all schools that do not receive a WSIF score *will* be included in Washington’s Supplemental Accountability System in 2024. They will be required to submit accountability-related forms, including a school improvement plan, and the school may be identified through supplemental accountability to receive Tier 3 supports. This will include small schools that previously may not have fit clearly within the accountability framework. You may wish to consider if they are more appropriately included as a program within another school.

Timeline

All directory change requests are due to OSPI via the survey no later than May 15th. OSPI will send notifications of approved or denied directory changes by May 29th.

Appeals

Districts whose changes are denied may submit appeals between May 29th and June 10th.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Jen Appleyard, Director of Data Governance, at 360-995-2659 or email jen.appleyard@k12.wa.us or cisl@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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