

# Directory Data – District Tip Sheet

## February 2025

### 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.

Districts are to notify OSPI of directory changes (listed below) prior to the school year in which the change will occur. The directory review process, including details and timeline for these notifications, will be communicated by OSPI to districts each year in a Bulletin.

OSPI will communicate any questions or concerns regarding the district requests once requests have been received. Once these questions or concerns have been addressed, OSPI will process all changes and in the case of new school requests, communicate new OSPI school codes as applicable. NCES IDs for these new schools will be issued and communicated to districts later in the school year.

Directory changes districts must request include:

- Opening a new school
- Re-opening a school that was closed previously
- Closing a school
- Grade span changes
- School category changes
- School type changes
- School association from one district to another district
- Graduating status
- School facility changes

This process was established in 2011–12 to prevent late notification to OSPI of critical directory data changes and to be ready to support school districts at the start of the school year. For example –

- **Public Reporting:** The directory is used in OSPI's public reports including [Report Card](#), [Education Directory](#) and other resources.
- **Comparability:** To meet the fiscal requirement of comparability, a pre-condition to receiving Title I Part A, districts must show equity in state and locally funded staff in all schools of the same grade spans. This report is due to OSPI no later than October 31



each year. Grade span changes during the year may cause comparability to not comply with federal regulations.

- **Federal Reporting and Research:** Through the U.S. Department of Education (USED) EDFACTS program, OSPI reports information on open and closed schools, school grade spans, and other information on districts and schools each year. Data are published on the [NCES website](#) and used by USED in policy development, planning, management and research nationwide.

District data security managers have access to EDS Administration. The *EDS Administration Manual* is on the [Education Data System Administration](#) website.

## Guidance on Operational Status

From [U.S. Department of Education](#), EDFACTS Active File Specifications, FS029

State Code	Status	School Operational Status
1	Open	<ul style="list-style-type: none"> <li>• School reported for previous school year.</li> <li>• School is in operation</li> <li>• No significant change in instructional levels or programs.</li> <li>• Affiliated with the same district as the previous school year.</li> </ul>
2	Closed	<ul style="list-style-type: none"> <li>• School reported for previous school year.</li> <li>• School is NOT in operation (or never opened) and is not expected to operate in the future.</li> </ul>
3	New	<ul style="list-style-type: none"> <li>• School not reported</li> <li>• School is in operation</li> <li>• School is newly created or completely restructured into the current instructional levels and programs.</li> </ul>
4	Added	<ul style="list-style-type: none"> <li>• School not reported for previous school year.</li> <li>• School is in operation.</li> <li>• The school was in existence and operational but was not previously reported.</li> </ul>
5	Changed	<ul style="list-style-type: none"> <li>• School reported for previous school year.</li> <li>• School is operational but was previously reported as affiliated with a different district.</li> <li>• The internal organization and instructional levels have not yet changed, but the school is now affiliated with another district.</li> </ul>
6	Inactive	<ul style="list-style-type: none"> <li>• School reported for previous school year.</li> <li>• School is temporarily closed (e.g., remodeling) and is expected to reopen within two years</li> </ul>
7	Future	<ul style="list-style-type: none"> <li>• School not reported the prior SY.</li> <li>• School is not in operation at the start of SY for current year.</li> </ul>

State Code	Status	School Operational Status
		<ul style="list-style-type: none"> <li>School is scheduled to be Open within 2 years.</li> </ul>
8	Reopened	<ul style="list-style-type: none"> <li>School was reported for a prior SY as "2-Closed" but has since reopened.</li> <li>A reopened school must be reported with the same district and school code it had before it closed.</li> </ul>

### District or School Merge

When a district or school is merged into another district or school that provides essentially the same grades, the smaller entity should be closed while the larger entity is left open.

- Smaller entity – Operational status "2-Closed"
- Larger entity – Operational status "1-Open" and retains its NCES ID.

When two LEAs or schools of equal size or with different grade spans are merged or consolidated within an existing building or a new physical location, both entities should be closed and a new entity opened.

- Existing schools or LEAs – Operational status "2-Closed"
- Consolidated new school or LEA – Operational status "3-New"