High School Student Data Directory

Washington Office of Superintendent of
PUBLIC INSTRUCTION

High School Student Directory Information

Sharing with Higher Education Institutions (Senate Bill 5593 and 6053)

Application User Guide

2027

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INTRODUCTION

This User Guide is intended for use when creating and uploading directory information for high school students, and their parent(s)/guardian(s), required under Senate Bill 5593 (2023) and Senate Bill 6053 (2024) and codified in RCW's 28B.10.041 and 28A.150.515.

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 and the Washington Student Achievement Council (WSAC) for the purpose of informing students of postsecondary educational and financial aid opportunities available in the state.

SUMMARY

The directory data upload process will capture the directory data for high school students in grades 9-12 and their parent(s)/guardian(s) who have allowed the information sharing through the annual FERPA notification process.

Data uploaded into the directory data system is to be sourced from the data collected by Local Education Agencies (LEAs) in Washington.

The User Guide provides an overview of the data elements, file structure requirements and upload instructions.

DATA DICTIONARY

EDS – Educational Data System

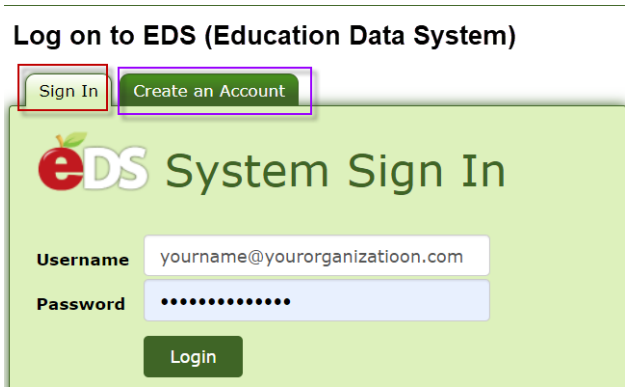
LEA – Local Education Agency, often referred to as a school district. An LEA may be a school district, tribal compact, charter or local Educational Service District operating as a school district.

Accessing the Upload Link

The Directory Data Upload link is located in the Education Data System (EDS). To access the link, users must first have access to EDS and must have the Student Directory User role assigned to them. To access the Upload link, users must -

- log into the Education Data System (EDS)
- clicking on the Student Directory Information link

Access to EDS requires a login account and password. Users new to EDS will select 'Create an Account' from the EDS log in screen. Each EDS user should have just one EDS account – the username and email



Access to the Directory Data Upload link requires the assignment of the Student Directory User role. If you do not yet have this role assigned to you, your District Data Security Manager (DDSM) can assign this role.

Business Rules for the Directory Data

The directory information to be uploaded is for all students in grades 9-12 enrolled in the reporting LEA in the reporting school year, whose parent or guardian (or the student if they are over the age of 18) has not opted out of the collection through the annual notification process required under FERPA.

The Directory Data file is to be uploaded by November 1 of the reporting school year.

Data Template

Prior to uploading the directory data, districts are tasked with creating a file using the OSPI data template that contains student and guardian contact information for those individuals who have not opted out of the directory reporting. The template can be downloaded with the "Student Directory File Import Template" link in the EDS site.

Using the Comma Separated Value (CSV) Spreadsheet

Columns in the data template are CSV formatted to allow data to upload into the EDS link seamlessly. The order of the template will be locked, and no additional columns may be added or removed. Prior to uploading, the file should be saved in CSV format.

DATA ELEMENTS

Below are the data elements that must be included in the upload file. The first six elements are required and the remaining elements, if applicable, must be included in the order and format provided.

District Code

Field Name:	CountyDistrictCode
Data Type:	char
Size:	5
Allow NULL?	No. Data is required.
Description:	The county district code for the district submitting the data.
Business Rules:	Must be a valid value from EDS. Use leading zeros as necessary. Report the code representing the school district as assigned by OSPI.
Example:	12345

School Code

Field Name:	SchoolCode
Data Type:	char
Size:	4
Allow NULL?	No. Data is required.
Description:	This is a four–digit code assigned to the school by OSPI.
Business Rules:	The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).
Example:	1234
Valid Values:	Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx

School Year

Field Name: SchoolYear
Data Type: char
Size: 4
Allow NULL? No. Data is required.
Description: The four digit year in which the school year ends.
Business Rules: For the 2026-27 school year, report 2027.
Example: 2027

State Student ID (SSID)

Field Name: SSID
Data Type: char
Size: 10
Allow NULL? No.
Description: Number assigned as a unique student identifier for each Washington public school student. This number is assigned by OSPI and maintained by the school district student information system.
Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
Example: 1234567890

Contact Type

Field Name: ContactType
Data Type: char
Size: 1
Allow NULL? No.
Description: Indicates if the directory data being submitted is for the student or the parent/guardian.
Business Rules: Must be a valid value from the list below. There must be at least one row per value per student and additional rows may be added for parent/guardians.
Example: S
Valid Values: S – Student
G – Parent/Guardian

Last Name

Field Name: LastName
Data Type: varchar
Size: 75
Allow NULL? No
Description: The legal last name of the student.
Business Rules: The last name of the individual identified in the element Contact Type, student or parent/guardian. If the contact is the student, submit the student's legal last name. If the contact is the parent/guardian, submit their legal last name.
Example: Smith

First Name

Field Name: FirstName
Data Type: varchar
Size: 75
Allow NULL? Yes
Description: The legal first name of the student.
Business Rules: May be left blank only when student has no first name. Every effort should be made to obtain the student's legal first name. When this is not possible, the name provided by the parent should be submitted in this data element. Possible proof of name documents include Social Security Card, Passport, F–1 Visa, Birth Certificate or previously verified school records.
Example: John

Mailing Address Street/PO Box

Field Name: MailingAddressStreet
Data Type: varchar
Size: 150
Allow NULL? Conditional
Description: The address at which the designated contact, student or parent/guardian, receives their mail. Physical street address, PO Box or APO address.
Business Rules: If the individual has one or more mailing addresses, physical street address, PO Box, or APO provide the address used when sending materials to the contact. If Contact Type is "S", this is required.
Example: 31 E Green Street, PO Box 441, or 1234 Box (APO)

City Name

Field Name: CityName
Data Type: varchar
Size: 30
Allow NULL? Conditional
Description: The city name used when sending materials to the mailing address provided.
Business Rules: Provide the city name or APO identifier associated with the mailing address. If Contact Type is "S", this is required.
Example: Olympia or APO AE

State Abbreviation

Field Name: StateAbbreviation
Data Type: varchar
Size: 2
Allow NULL? Conditional
Description: The two-digit state code associated with the mailing address.
Business Rules: Student record must be WA, parent/guardian may be state, territory, or country other than WA. If Contact Type is "S", this is required.
Example: WA

Residential Zip Code + 4

Field Name: ZipCode
Data Type: varchar
Size: 17
Allow NULL? Conditional
Description: The zip code of the student's residential address.
Business Rules: This should be the five digit postal code, and the four digit extension (no hyphen), if available. Valid value must be five or nine numeric digits
Example: 985040001 or 98504

Phone Number

Field Name: PhoneNumber
Data Type: varchar
Size: 24
Allow NULL? Yes
Description: Phone number of the contact.
Business Rules: If the contact has more than one phone number, provide the primary, or main, phone number provided. Valid value must be 10 numeric digits for US phone numbers
Example: 3601234567

Email

Field Name: EmailAddress
Data Type: varchar
Size: 128
Allow NULL? Yes
Description: The email address of the contact.
Business Rules: The email address used when communicating with the contact. A valid email address should be submitted.
Example: Lisa1234@gmail.com

Grade Level

Field Name: GradeLevel
Data Type: varchar
Size: 2
Allow NULL? No. Data is required.
Description: The grade level in which the student is enrolled.
Business Rules: Grade submitted must be a grade of 9, 10, 11 or 12.
Example: 9 or 09

Submission Instructions

Log into the EDS and click on the Student Directory Information link

1. If the parent/guardian or a student over the age of 18 opts out, do not transmit the record.
2. Click on the 'Choose File' button at the bottom of the page
3. Select file to load using the 'Choose File' button
4. Navigate to the file to upload on your computer
5. Once your file is selected, it will be uploaded
6. An email notification will be sent when your file upload is complete

Reviewing Submitted Records

Once your file upload has been accepted you can view both records that were accepted and those, if any, that were rejected. This will allow the user to make any necessary updates or corrections and resubmit

1. Hold your mouse over the Upload Student Data tab at the top of the page
2. Select File Import Results
    a. You will be taken to the File Import Results page
3. The page will display the import results including Data Import Status, number of records successfully loaded and the number of, if any, records that erred out
    a. If any records erred out, they are displayed at the bottom of the page
4. To download the successfully loaded records, click on the Download Accepted Records link
   To download the displayed error data, click on the Download Error Records link