

# HIGH SCHOOL STUDENT DIRECTORY INFORMATION

*Sharing with Higher Education Institutions (Senate Bill 5593 and 6053)  
Application User Guide*

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**PUBLIC INSTRUCTION**

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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 process includes these steps:

1. The Local Education Agency (LEA) prepares the file to upload utilizing the data template and the list of data elements.
2. The LEA submits the file through the EDS application.
3. The LEA reviews the results. If there are errors, the LEA addresses the errors and resubmits the file.
4. OSPI aggregates the information for sharing.

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

## DATA DICTIONARY

**CEDARS** – Comprehensive Education Data and Research System

**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

**Log on to EDS (Education Data System)**

Sign In

Create an Account



Username

yourname@yourorganization.com

Password

.....

Login

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

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

### School Code

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

## School Year

<b>Field Name:</b>	SchoolYear
<b>Data Type:</b>	char
<b>Size:</b>	4
<b>Allow NULL?</b>	No. Data is required
<b>Description:</b>	The four–digit year in which the school year ends
<b>Business Rules:</b>	For the 2024-25 school year, report 2025
<b>Example:</b>	2025

## State Student ID (SSID)

<b>Field Name:</b>	SSID
<b>Data Type:</b>	char
<b>Size:</b>	10
<b>Allow NULL?</b>	No.
<b>Description:</b>	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
<b>Business Rules:</b>	SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero.
<b>Example:</b>	1234567890

## Contact Type

<b>Field Name:</b>	ContactType
<b>Data Type:</b>	char
<b>Size:</b>	1
<b>Allow Null?</b>	No.
<b>Description:</b>	Indicates if the directory data being submitted is for the student or the parent/guardian
<b>Business Rules:</b>	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.
<b>Valid Values:</b>	S – Student G – Parent/Guardian

## Last Name

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

**Example:** submit the student's legal last name. If the contact is the parent/guardian, submit their legal last name.  
Smith

## First Name

**Field Name:** FirstName  
**Data Type:** varchar  
**Size:** 75  
**Allow NULL?** Yes  
**Description:** The legal first name of the contact.  
**Business Rules:** The first name of the individual identified in the element Contact Type, student or parent/guardian. If the contact is the student, submit the students *legal* first name. If the contact is the parent/guardian, submit their legal first name.  
**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 provided mailing address.  
**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 contacts mailing 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 for US addresses. If Contact Type is "S", this is required.  
**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 Address

**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:** [Lisa12345@gmail.com](mailto:Lisa12345@gmail.com)



# 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

## VIEW FILE UPLOAD RESULTS

1. To view your File Upload Results -
  - a. Hover over Upload Student Data tab at top of page, two options will be presented, click on File Import Results.
  - b. Within the banner that appears, indicating your file has been accepted and is being processed, click on 'File Import Results'
2. If your file has not finished importing a message will appear and will refresh every 60 seconds until the upload has completed.
3. Once the upload has completed the details below will be displayed –
  - a. Submission Date
  - b. Name of File Uploaded
  - c. Import Status
  - d. Total Records Count (number of records in the uploaded file)
  - e. Accepted Records Count (number of records successfully uploaded)
  - f. Error Records Count (number of records not loaded due to errors)
4. Records that err out are displayed below the Error Records County
  - a. The user can download the records with errors by clicking on Download Results, found above the student details
  - b. Records are downloaded in .csv format

## DOWNLOAD SUBMISSION RECORDS

1. To download latest accepted records, click on the Download Accepted Records link.
2. To download the error data, click on the Download Error Records.

## UPLOAD CORRECTED RECORDS

1. If a district updates/corrects errors and wishes to upload a file with the corrected data, a complete file must be re-uploaded. All files uploaded after the initial submission overwrite any previously uploaded data.

# CONTACTS

For questions regarding reporting procedures, application use, or data certification, please contact:

- **Lisa Ireland**, CEDARS Data Manger  
[AskSI@k12.wa.us](mailto:AskSI@k12.wa.us) | 360-725-6358

For questions regarding High School Student Data Directory Laws and implementation, please contact:

- **Rhett Nelson**, Director of Student Information - Data Foundations  
[Student.Information@k12.wa.us](mailto:Student.Information@k12.wa.us) | 564-669-3398

For technical questions, please contact:

- [EDS.Support@k12.wa.us](mailto:EDS.Support@k12.wa.us) | 800-725-4311

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