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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

ospi.k12.wa.us

March 20, 2026

(X) Action Required

Due date: May 15, 2026

() Informational

BULLETIN NO. 012-26 DATA ANALYSIS AND SUPPORT

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: School and District Directory Review Process for 2026–27 School Year

CONTACT: Jen Appleyard, Director of Data Governance
360-995-2659, jen.appleyard@k12.wa.us, or datagovernance@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 school and district 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 2026–27 School Year directory of schools and districts. 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.

To provide more information about the directory review process, OSPI will offer a webinar on April 9, 2026, at 9–10 a.m. Please [register at this link](#).

General Review Process

Some changes require OSPI review and approval, so that school codes and other important data elements are consistently assigned. These changes are:

- Opening a new school
- Reopening a school that was previously closed
- Closing a school
- Changing the grade levels or Transition to Kindergarten, or (TK) offered at a school
- School category, facility or type changes (alternative, vocational, special education, etc.)
- School association from one district to another (or educational service district)
- 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 review, DDSMs should submit requests via the survey. If your district is not requesting any of these changes, DDSMs may note this in the survey.

Some changes can be updated by DDSMs directly in the Education Data System (EDS) Administration application. These 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
- 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 upcoming 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 Review Preschool Information in the Directory

Districts with early learning centers or schools serving only preschool-aged children (ECEAP, Head Start, PK and/or TK only) should check that this is accurately reflected in the school

directory. For example, check that the lowest and highest grades and TK are correct and that they are listed as Preschool in the "school category" column. If necessary, DDSMs should request an update via the survey.

School and District Directory and Accountability

The Every Student Succeeds Act (ESSA) establishes that **all schools** be included in the federal accountability framework (Section 1111(c)(4)(C)). Schools may be included in either the Washington School Improvement Framework (WSIF) or WSIF Supplemental Accountability (for schools that do not fit within WSIF). The list of schools used for determining accountability is defined by those in the school and district directory.

Timeline

All change requests to the school and district directory are due to OSPI via the survey no later than May 15th. OSPI will send notifications of approved or denied directory changes by May 30th.

Appeals

Districts whose changes are denied may submit appeals between May 30th and June 11th.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Jen Appleyard, Director of Data Governance, at 360-995-2659 or email data.governance@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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