

Directory Review Process

April 2026

Jen Appleyard, Director of Data Governance
Data Analysis and Support Team



Washington Office of Superintendent of
PUBLIC INSTRUCTION



Vision

All students prepared for post-secondary pathways, careers, and civic engagement.

Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Directory Review Process at OSPI



Introductions



What is the Directory?



Directory Review Process



Examples



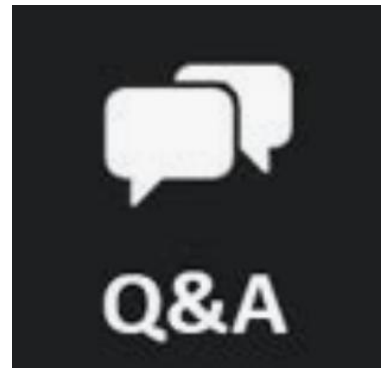
What's next?



Timing



Q&A



We'll have time at the end for Questions! Please use the Q&A feature.



What is the Directory –

Education Directory

NOTE: This directory information may not be used for commercial purposes RCW 42.56.070(9).

Reports:

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	School Categories	AYP Code	Grade Category	Address Line1	Ad L
Educational Service District 101	01109	Washtucna School District	3075	Washtucna Elementary/High School	PK	12	Public School, Regular School	P	PK-12	730 East Bo	
Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6	Public School, Regular School	p	Elementary School	2978 E. Benge	
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	K	6	Public School, Regular School	P	Elementary School	795 S 7	
Educational Service District	01147	Othello School District	2961	Hiawatha Elementary	K	6	Public School, Regular School	P	Elementary School	506 N 7	

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.

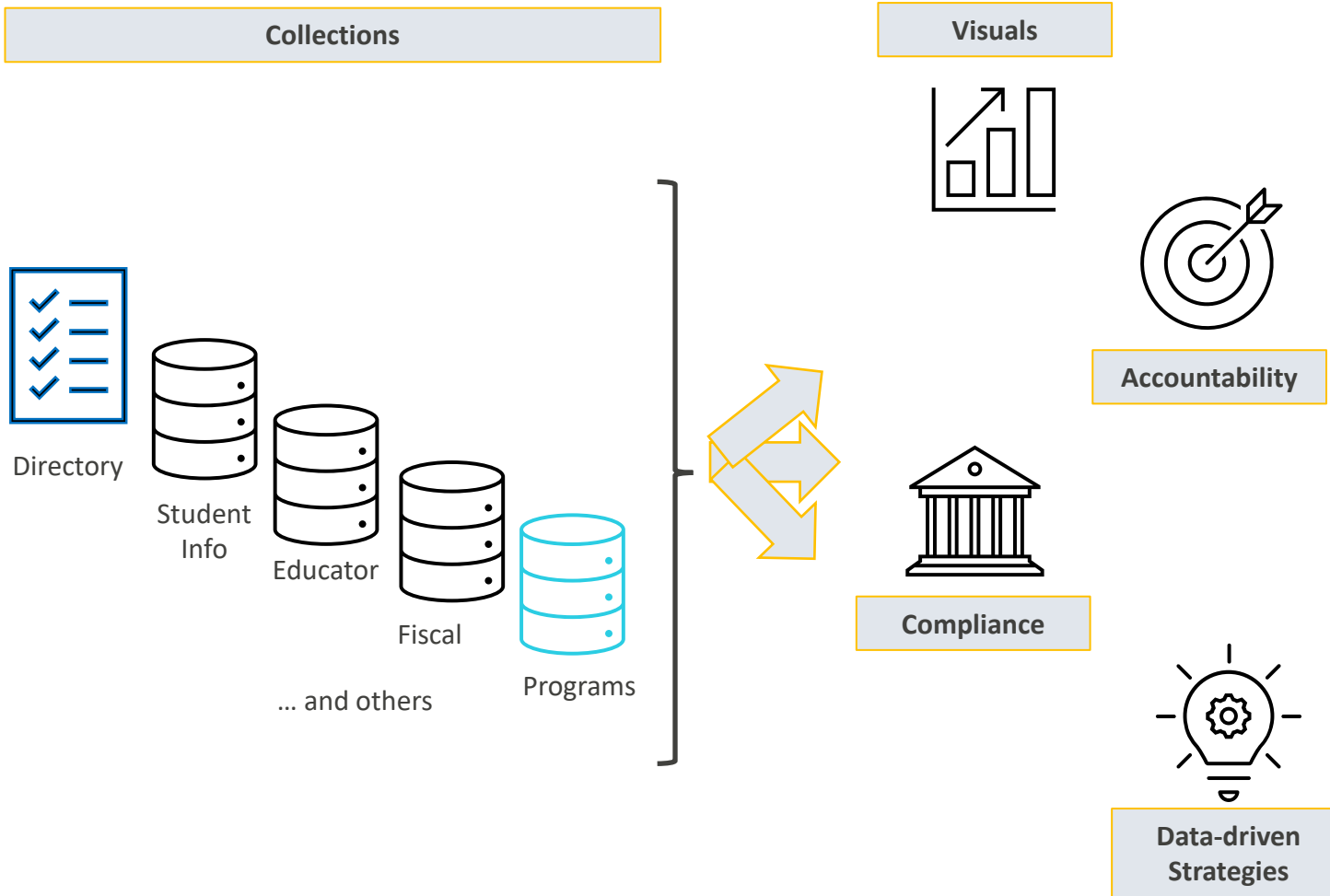
This bulletin is to inform you of the upcoming review process for the 2026–27 School Year directory of schools and districts. Because there have been some changes to the process, OSPI is asking that each district complete a survey this year. OSPI will email a survey link to District Data Security Managers (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](#).

“The Directory is the classification scheme that defines the education units in WA.”

OSPI's Education Data System

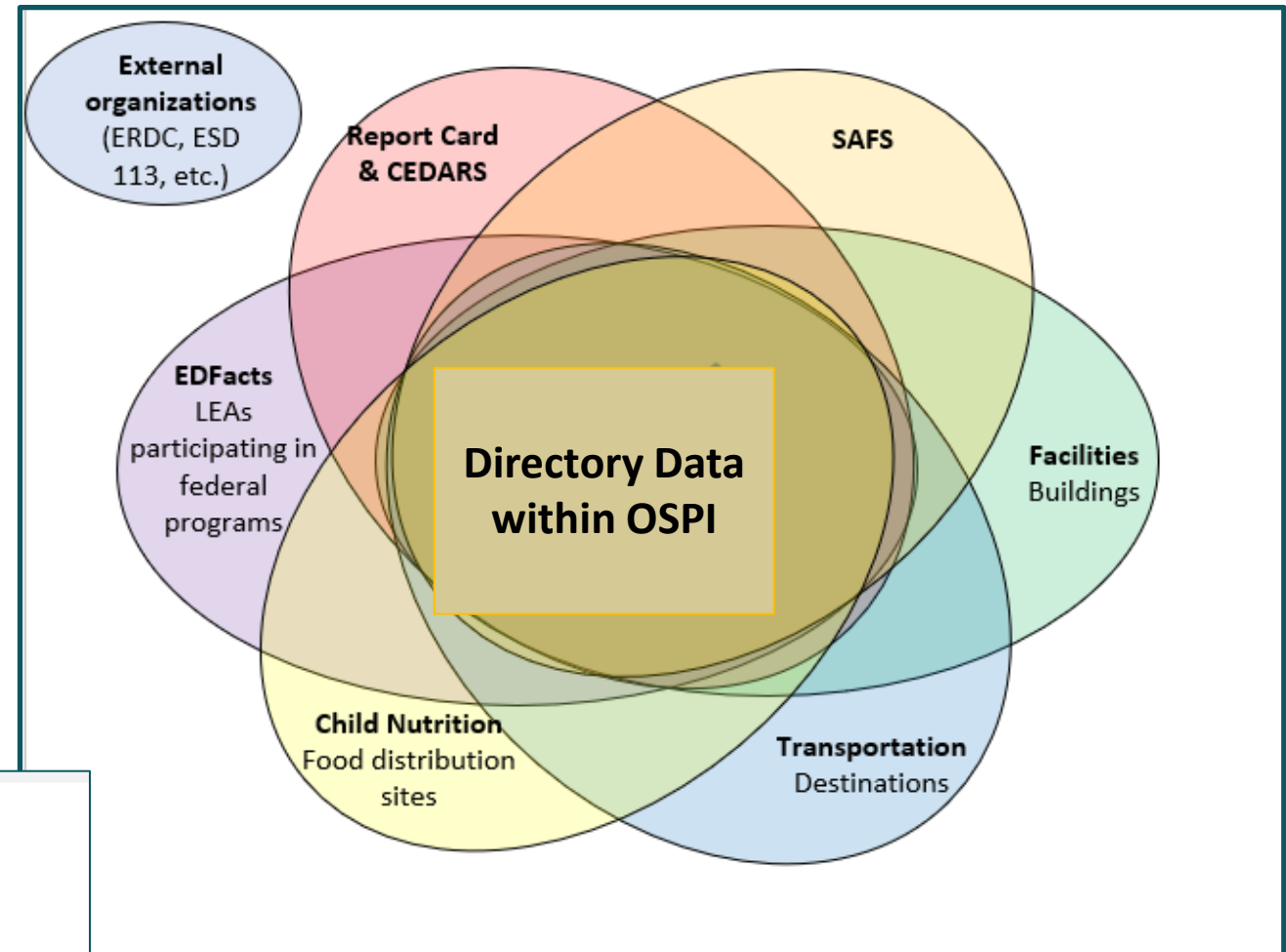
is designed to track and measure the progress and performance of Washington's students, schools, school districts, and programs.



The directory is essential for reporting and to maintain apportionment, student information and other data systems.

Uses of Directory –

- Contact lists
- Accountability
- Report Card & Data Displays and Maps
- Data tools like EDS Applications, EGMS, SchoolLinks, Assessments
- ... and other uses



Choose a District:

(Optional) Choose a School:

[reset](#)

[... or type the name](#)

Check –

Education Directory

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Reports: School Export To Excel

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Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6	Public School, Regular School	P	Elementary School	2978 E. Benge-Winona Rd.	
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	K	6	Public School, Regular School	P	Elementary School	795 S 7th Ave	
Educational Service District	01147	Othello School District	2961	Hiawatha Elementary	K	6	Public School, Regular School	P	Elementary School	506 N 7th Ave	

Directory Review Process for SY 2026-27

- The Bulletin outlines the process for this year.
- Districts can use this opportunity to review all directory details.
- Districts can request changes
 - OSPI has emailed a survey link to District Data Security Mangers (DDSMs) with specific instructions.
 - Because there have been some changes to the process, OSPI is asking that **each district complete a survey** this year.

Changes are reviewed closely for the appropriate assignment of school codes.

Bulletin 012-26 School & District Directory Review Process for 26-27

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School District Superintendents
School District Business Managers
Data Security Managers
CEDARS District Administrators

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Directory Review Process for SY 2025-26

- Review the details at EDS link.
- Review the details in EDS Admin.
- Consider upcoming changes.

Education Directory

NOTE: This directory information may not be used for commercial purposes RCW 56.070(9).

Reports:

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State	Zipcode	Principal	Phone	Email
Educational Service District 101	01109	Washtucna School District	3075	Washtucna Elementary/High School	PK	12	Public School, Regular School	p	PK-12	730 East Booth Avenue		Washtucna	Washington	99371-0688	Vance Wing	509.646.3211	vwing@tucna.wednet.edu
Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6	Public School, Regular School	p	Elementary School	2978 E. Benge-Winona Rd.		Benge	Washington	99105-0697			
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	K	6	Public School, Regular School	p	Elementary School	795 S 7th Ave		Othello	Washington	99344-1463	Aurora Garza	509 488 9669	agarza@othello.wednet.edu
Educational Service District 123	01147	Othello School District	2961	Hiawatha Elementary School	K	6	Public School, Regular School	p	Elementary School	506 N 7th Ave		Othello	Washington	99344-1463	William Schaffer		
Educational Service District 123	01147	Othello School District	3015	Othello High School	9	12	Public School, Regular School	p	High School	340 S 7th Ave		Othello	Washington	99344-1463			
Educational Service District 123	01147	Othello School District	3471	McFarland Middle School	6	8	Public School, Regular School	p	Middle School	790 S 10th Ave		Othello	Washington	99344-1463			
Educational Service District 123	01147	Othello School District	3730	Scotney Springs Elementary	K	6	Public School, Regular School	p	Elementary School	695 S 14th Ave		Othello	Washington	99344-1463			
Educational Service District 101	01158	Lind School District	2903	Lind-Ritzville High School	9	12	Public School, Regular School	p	High School	209 E Wellsand Rd		Ritzville	Washington	99344-1463			

EDS Administration

Organization Information

- Edit the organization as needed. When finished, click the **Save** button.
- Click the **Back** button to return to the list of organizations.

Organization Profile

Common Name:

Legal Name:

Acronym:

School Code:

NCES LEA Number:

NCES LEA Name:

NCES School Number:

Grade Span: -

School Authorized To Issue High School Diploma:
 Yes No

Example –

- Changes to Principal or Superintendent (or their contact info)

Good news!

Districts can update these in EDS Admin at any time and should be made at the time of the change.

The screenshot shows the Washington Office of Superintendent of Public Instruction website. The header includes the logo and name, social media icons, and a search bar. The navigation menu highlights 'Data & Reporting'. The breadcrumb trail is 'Home » Data & Reporting » Reporting » Education Data System Administration (EDS)'. The left sidebar has a 'DATA & REPORTING' section with a dropdown menu for 'Reporting' containing 'Data Administration', 'Education Data System Administration (EDS)', 'EDS Application User Guides', 'CEDARS', and 'Student Growth Percentiles (SGP)'. The main content area features the title 'Education Data System Administration (EDS)' and a description of the system. A list of links includes 'Directory Data Tip Sheet (PDF)', 'EDS Administration Manual (PDF)', 'EDS System Security Management Standard (PDF)', 'DDSM Appointment and/or Removal Form (PDF)', and 'EDS Bulk Upload Instructions (PDF)'. An 'EDS Login' button is also visible.

Example –

- School name changes

Good news!

Districts can update these in EDS Admin at any time and should be made at the time of the change.

The screenshot shows the Washington Office of Superintendent of Public Instruction website. The header includes the OSPI logo and name, social media icons, and a search bar. The navigation menu highlights 'Data & Reporting'. The breadcrumb trail is 'Home » Data & Reporting » Reporting » Education Data System Administration (EDS)'. The left sidebar lists 'DATA & REPORTING' with sub-items: Report Card, Data Portal, Reporting (expanded to show Data Administration, Education Data System Administration (EDS), EDS Application User Guides, CEDARS, and Student Growth Percentiles (SGP)). The main content area features the title 'Education Data System Administration (EDS)' and a description of the system. A list of links includes 'Directory Data Tip Sheet (PDF)', 'EDS Administration Manual (PDF)' (highlighted in yellow), 'EDS System Security Management Standard (PDF)', 'DDSM Appointment and/or Removal Form (PDF)', and 'EDS Bulk Upload Instructions (PDF)'. An 'EDS Login' button is also present.

Example –

- Opening a New School

Reports: [Export To Excel](#)

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	Transition to Kindergarten (TK)	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State
Educational Service District 101	01109	Washtucna School District	3075	Washtucna Elementary/High School	PK	12		Public School, Regular School	P	PK-12	730 East Booth Avenue		Washtucna	Washington
Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6		Public School, Regular School	P	Elementary School	2978 E. Benge-Winona Rd.		Benge	Washington
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	PK	6		Public School, Regular School	P	Elementary School	795 S 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	2961	Hiawatha Elementary School	K	6	Yes	Public School, Regular School	P	Elementary School	506 N 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	3015	Othello High School	9	12		Public School, Regular School	P	High School	340 S 7th Ave		Othello	Washington



Example –

- Closing a School

Reports:

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	Transition to Kindergarten (TK)	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State
Educational Service District 101	01109	Washtucna School District	3075	Washtucna Elementary/High School	PK	12		Public School, Regular School	P	PK-12	730 East Booth Avenue		Washtucna	Washington
Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6		Public School, Regular School	P	Elementary School	2978 E. Benge-Winona Rd.		Benge	Washington
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	PK	6		Public School, Regular School	P	Elementary School	795 S 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	2961	Hiawatha Elementary School	K	6	Yes	Public School, Regular School	P	Elementary School	506 N 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	3015	Othello High School	9	12		Public School, Regular School	P	High School	340 S 7th Ave		Othello	Washington



Example –

- School Type change
 - Preschool, Alternative, Vocational/Technical, ...

LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	Transition to Kindergarten (TK)	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State
32414	Deer Park School District	5270	Deer Park Early Learning Center	PK	PK		Preschool, Public School	P	PK Only	1406 E. "D" Street		Deer Park	Washington
06037	Vancouver School District	5271	Vancouver iTech Preparatory	6	12		Public School, Regular School	P	Other	16100 NE 50th Avenue		VANCOUVER	Washington
24111	Brewster School District	5272	Brewster Alternative School	9	12		Alternative School, Public School	A	High School	P.O. Box 97		Brewster	Washington
13161	Moses Lake School District	5273	Columbia Basin Technical Skills Center	10	12		Public School, Vocational/technical school	V	High School	900 W Yonezawa Blvd		Moses Lake	Washington
17415	Kent School District	5275	iGrad	9	12		Public School, Re-Engagement School	R	High School	11107 SE Kent-Kangley Rd		Kent	Washington
17001	Seattle Public Schools	5276	Louisa Boren STEM K-8	PK	8		Public School, Regular School	P	Other	5950 Delridge Way SW		Seattle	Washington



Example –

- Grade Span Change

Reports:

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	Transition to Kindergarten (TK)	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State
Educational Service District 101	01109	Washtucna School District	3075	Washtucna Elementary/High School	PK	12		Public School, Regular School	P	PK-12	730 East Booth Avenue		Washtucna	Washington
Educational Service District 101	01122	Benge School District	3142	Benge Elementary	K	6		Public School, Regular School	P	Elementary School	2978 E. Benge-Winona Rd.		Benge	Washington
Educational Service District 123	01147	Othello School District	2902	Lutacaga Elementary	PK	6		Public School, Regular School	P	Elementary School	795 S 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	2961	Hiawatha Elementary School	K	6	Yes	Public School, Regular School	P	Elementary School	506 N 7th Ave		Othello	Washington
Educational Service District 123	01147	Othello School District	3015	Othello High School	9	12		Public School, Regular School	P	High School	340 S 7th Ave		Othello	Washington

More on Directory Changes –

Some changes require **OSPI review and approval** so that school codes and other data elements are consistently assigned:

- Opening a new school
- Reopening a school that was previously closed
- Closing a school
- Changing the grade levels 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

Some changes can be **updated by DDSMs** in Education Data System Administration. These should be made at the time of the change:

- 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



DDSMs have
received specific
instructions.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Yearly Directory Review 2026-2027

March 2026 Release

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. DDSM Name *

2. DDSM Email *

3. Local Education Agency (LEA) Name *



Washington Office of Superintendent of
PUBLIC INSTRUCTION

What's Next?

Review the Bulletin

Coordinate across districts – and with DDSMs

DDSMs:

- Submit the form by May 15
- Watch for questions from OSPI



Find the DDSMs for your districts

Data Collections at OSPI

Data submitted by local education agencies (LEAs)—including school districts, state-tribal education compacts, and charter schools—are essential for OSPI to administer apportionment and nutrition programs, monitor student, school, and program performance across Washington, and fulfill various other operational and reporting requirements.

This is a resource for school districts and LEAs, and includes key reporting timelines, links, and highlights about data collections across OSPI. Dates shown are subject to change. Please watch for updates from teams for the latest information.

[Expand all](#)

- [CEDARS Highlights](#)
- [Fiscal Data Highlights](#)
- [Educator Data Highlights](#)
- [Child Nutrition Highlights](#)
- [Data Notes](#)

Due dates are subject to change.

Education Data System

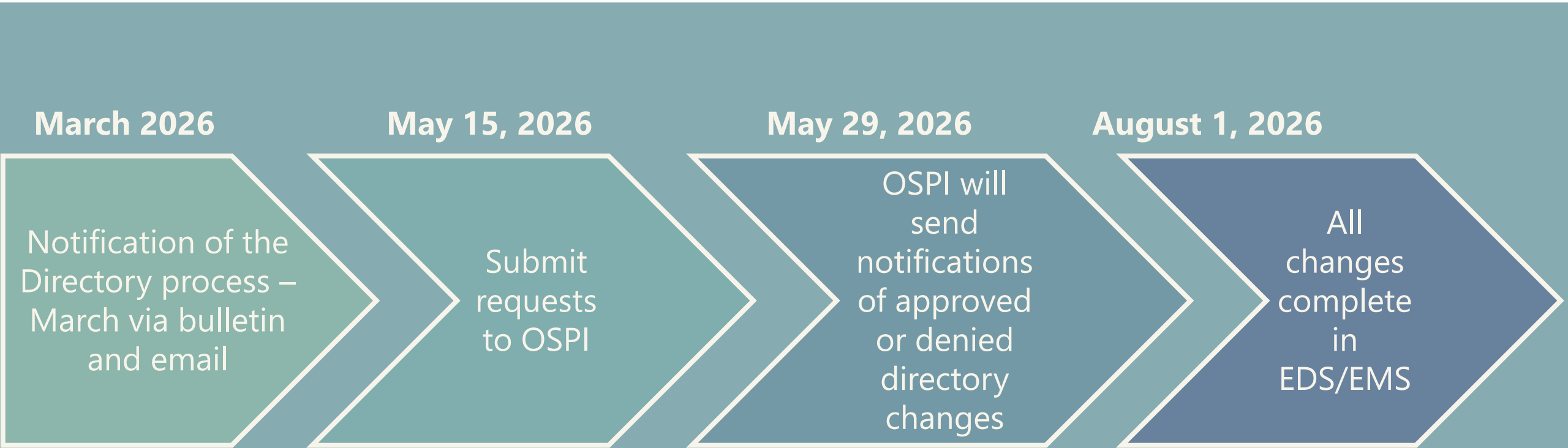
Collections are managed in EDS, a cloud-based system that OSPI and is administered locally for each district. [View district data security managers using EDS.](#)

Security Manager List

The security managers for all districts, ESDs, and District Consortia may be found below. Please contact the security manager for your LEA if you need to be granted access to an application or if you need an account created.

District: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Timeline



Resources

[Guide for School and District Directory](#)

March 2026

[Current Directory](#)

ospi.k12.wa.us

Select *school*.

Bulletin

[Directory Change Request Process for 2026-27 School Year](#)

DDSMs in your district/LEA



Q&A

- Any questions about the **directory**, the **review process**, the **timeline**, or what's been covered today?
- Please use the Q&A function!



Thank you

