

Directory Data – District Tip Sheet

Background

Districts are to notify OSPI of any directory changes (listed below) prior to the school year in which the change will occur. The deadline for these notifications will be communicated by OSPI to districts each year.

OSPI will communicate any questions or concerns regarding the district requests once requests have been received. Once these questions and/or concerns have been addressed, OSPI will process all changes and in the case of new school requests, communicate the new OSPI school code to the District Data Security Managers (DDSMs) and Principals as applicable. NCES IDs for these new schools will be issued and communicated to districts in approximately **December**.

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
- Addresses
- School facility changes

This process was established in 2011–12 to prevent late notification to OSPI of critical directory data changes. Late notification to OSPI of directory data changes creates a number of problems including, but not limited to:

- Program Budgeting: New schools that are first reported to the Education Data System (EDS) during the middle of a school year cause funding problems in federal programs administered by OSPI.
 - Title I, Part A allocations to schools must follow specific ranking and allocation rules based on an application completed in early fall. When schools are added after allocations have been made, it is almost impossible to ensure the ranking and allocation rules are followed. Two examples:
 - One allocation rule requires funding to schools with greater than 75 percent poverty. Schools with poverty levels over 75 percent added after the allocation is made are often *not served* because funding has already been allocated and or expended.
 - Schools with higher poverty are to be served *before* those with lower poverty. Schools added later in the year affect the rank order and put the district out of Title I compliance.
- Comparability: To meet this fiscal requirement and 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 in iGrants (FP 361). Documentation is retained at the district where it is audited and the iGrants form package is compared to ensure all schools are reported and Title I, Part A designations agree. This report is due to OSPI no later than October 31 each year, and grade span changes later in the year cause comparability to not comply with federal regulations.
- Federal Reporting: Through the U.S. Department of Education (USED) ED Facts program, OSPI reports information on open and closed schools, school grade spans, and other information on districts and schools each January for the current school year. This data is subsequently published on the [NCES website](#). This data is the

building block for numerous ED Facts files and when changes occur to directory data following submission of the original file, data validation errors occur with other files, creating challenges for OSPI and USED.

District specific instructions on the process for making these changes are in the *EDS Administration Manual and Policy* document on the public K12 [EDS website](#). Only authorized District Data Security Managers will have access to some directory data. Some changes require district superintendent approval by e-mail.

Resources

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

Other Tips and Definitions

School - A school (for the purposes of ED Facts) is an institution that provides educational services and:

- Has one or more grade groups (prekindergarten through 12) or is ungraded
- Has one or more teachers
- Is located in one or more buildings
- Has assigned administrator(s)
- Receives public funds as its primary support, and
- Is operated by an education agency.

When completing the “Legal Name” box on the New School Requested form or editing an address in EDS Administration:

Definition - The full legally accepted name of the school, LEA, SEA, or other entity reporting education data.

Abbreviations should not be used if the full name can be entered in 60 characters. If the name is longer than 60 characters, it will need to be abbreviated.

To avoid confusion, include the types of grades served in the school name. For example, “Jones School” should be specified as “Jones Elementary School,” “Jones Middle School,” or “Jones High School.”

When completing the physical location address fields on the New School Request form or editing a physical location address in EDS Administration:

Definition - The set of elements that describes the physical location (e.g., where an overnight delivery can be made) of the education entity, including the street address, city, state, ZIP code and ZIP code + 4.

The physical location address is divided into the following fields:

- Address Location 1 – The street address that names the physical location, limited to 30 characters
- Address Location 2 – Additional street address information, limited to 30 characters (optional)
- City – The location address city
- State Code – The valid two-character United States Postal Service (USPS) code for the state, District of Columbia, and the possessions and freely associated areas of the United States (list in Appendix A).
- ZIP code – The five-digit code
- ZIP code plus 4 – The four digit extension of the ZIP code (optional)

We use the location address to obtain the locale codes, geographic location, and congressional districts of districts and schools from the U.S. Census Bureau. Therefore, it is extremely important that the location addresses are accurate.

When completing the mailing address fields on the New School Request form or editing a mailing address in EDS Administration:

Definition - The set of elements that describes the location where mail is delivered for the education entity, including the street address, city, state, ZIP code and ZIP code + 4.

The mailing address is divided into the following fields:

- Address Mailing 1 – The mailing street name and number or post office box, limited to 30 characters
- Address Mailing 2 – Additional mailing street address information, limited to 30 characters (optional)
- City – The mailing address city
- State Code – The valid two-character United States Postal Service (USPS) code for the state, District of Columbia, and the possessions and freely associated areas of the United States (list in Appendix A)
- ZIP code – The five-digit code
- ZIP code plus 4 – The four digit extension of the ZIP code (optional)

The field “Address Mailing 1” is required. If a street address, Post office box, or rural route is not available, the phrase “No Street Address” should be provided in the field Address Mailing 1 along with a valid city, state, and ZIP code.

Guidance on Operational Status

What changes should result in a school being closed and a new school being open?

We need to maintain the history and continuity of schools for longitudinal data studies, trend analysis, and research initiatives. Therefore, closing a school and reopening it as “new” is closely reviewed for the appropriate assignment of new school codes and new NCES IDs.

The lists below present possible reasons for creating a new school or district, as it relates to the assignment of a new code, and reasons that would not warrant assigning a new code.

You may create a new school if:

- The grade span of the school changed by more than 3 grades, not including pre-kindergarten or kindergarten as grades.
- The school’s physical location changed and the attendance area changed significantly.
- Two schools of about the same size, or with different grade spans, merge. The two original entities would be closed, and the merged education unit would be reported as a new school.

A new school should NOT be created if:

- The grade span of the school changed by 3 grades or less, not including pre-kindergarten or kindergarten.
- The school physical location or address changed, but the attendance area did not change significantly.
- A smaller school merges with a larger entity that provides essentially the same grade span.
- A school just changes charter status or magnet status.
- A school undergoes restructuring under provisions in ESEA.
- The name of a school changes.
- The state identifier for the school changes.
- A school changes school districts or the boundary of a school district changes.

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

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”