Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

March 12, 2021

(X)   Action Required

(X)   Informational

BULLETIN NO. 012-21 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
                School District Superintendents
                School District Business Managers
                School District Personnel Directors
                School District Data Administrators
                Public Charter Schools
                Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2020–21 Personnel Reporting Handbook
                2020–21 School Personnel Report, Form S-275

CONTACT: Ross Bunda, Supervisor, School District Personnel Reporting
                360-725-6308, ross.bunda@k12.wa.us

PURPOSE/BACKGROUND

The 2020–21 *S-275 Personnel Reporting Handbook* provides school districts and educational service districts (ESDs), charter schools, and tribal compact schools with instructions for reporting certificated and classified staff to School Apportionment and Financial Services (SAFS) at the Office of Superintendent of Public Instruction (OSPI).

Submit a report for each employee who, as of October 1, is contracted or hired to provide services any time during the 2020–21 school year.

CHANGES FOR THE 2020–21 SCHOOL YEAR

OSPI no longer collects credit information.

Highest Degree is reported using the following one-digit codes only:
- B (Bachelor's)
- M (Master's)
- D (Doctorate)
- Blank (Non-degreed or no bachelor's or higher degree)

REPORTING INSTRUCTIONS

School districts are responsible for preparing and transmitting their S-275 data to OSPI through one of the following procedures:

- **Transmit electronically** through the Washington School Information Processing Cooperative (WSIPC) network**.** Contact your WSIPC coordinator for details.

- If you are a school district that **does not use WSIPC**, or are **having difficulty** with your import**:** If you are having secure file transfer protocol (SFTP) login issues, please contact OSPI IT Services, Customer Support at 1-800-725-4311, option 7 or email customersupport@k12.wa.us. If you have successfully logged into the SFTP and are still having issues with your import, please contact Ross Bunda at 360-725-6308.

Use the following instructions for accessing the Education Data System (EDS) S-275 reporting system:

1. District personnel completing and submitting the report must first contact their District Data Security Manager to be given access to the reporting system. If you do not have a username and password, your District Data Security Manager can establish these for you at that time. A list of Data Security Managers for each district is available at District Security Managers.

   Data Security Managers will be able to assign the following role(s):

   - SAFS District Personnel User

   District designated users with this role can:

   - Run/View/Print the update journal error report.

- Run/View/Print the 1801, S-275, and S-275 edit reports.

2. After you obtain your user name and password from your District Data Security Manager and have been assigned the appropriate role(s), you must log into OSPI's EDS at [EDS System Sign In](#) with your email address as your username and password. The S-275 reporting system for 2020–21 is scheduled to be available to districts on November 1, 2020. If you are new to the EDS system, follow Step 3 below to establish a password. If you have already established your password, skip to Step 4 below.

3. Please note the password is case sensitive and you will be prompted to change your password once you successfully log into the system. Passwords must be at least eight characters and must include (a) one upper case letter, (b) one lower case letter, (c) one numeric digit, and (d) one special character (*$+?_&=!%{}/). Do not use the phrase 'pass.'

4. Please update your contact information when shown the "My Contact Information" screen. This will enable us to communicate with you more effectively as our distribution lists are generated through this feature.

5. Click the "My Applications" tab to view a list of the applications currently available to you. Select the SAFS link, then the "Personnel" tab, and then follow the instructions on the application for requesting your reports.

6. At the SAFS level, click on the "Info Center" tab to access the Personnel User Manual.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact the appropriate ESD fiscal office or Ross Bunda, Supervisor of Personnel Reporting, at 360-725-6308 or by email at ross.bunda@k12.wa.us. The OSPI TTY number is 360-664-3631.

Questions regarding instructions for reporting employee data should be directed to Ross Bunda, Supervisor of Personnel Reporting at 360-725-6308 or ross.bunda@k12.wa.us.

Questions regarding data transmission problems should be directed to Information Technology Services, Customer Support at 800-725-4311, option 7 or email customersupport@k12.wa.us.

This bulletin, Form S-275, and the S-275 Personnel Reporting Handbook are posted at [S-275 Personnel Reporting Instructions for 2020–21](#).

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Michelle Matakas
Director
School Apportionment and Financial Services

CR:rb

Attachment(s): 2020–21 Personnel Reporting Handbook
                Form SPI S-275