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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 29, 2007

(X) Action Required  
Due Date: 9-17-07  
( ) Informational

### BULLETIN NO. 075-07 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School Building Principals  
School District Business Managers  
School District Data Administrators

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: New School Apportionment and Financial Services (SAFS) Enrollment Reporting Application on the Educational Data Systems (EDS)

CONTACT: Mitch Thompson, Supervisor Enrollment Reporting, (360) 725-6306;  
[mitch.thompson@k12.wa.us](mailto:mitch.thompson@k12.wa.us); Agency TTY (360) 664-3631

The School Apportionment and Financial Services Office has completed a re-host of the VAX Enrollment Reporting system. All school district enrollment reporting currently being submitted through the VAX system will now be reported through the School Apportionment and Financial services (SAFS) application within EDS. This change is effective for the 2007–08 school year. This change encompasses student reporting on Forms P-223, P-223S, P-240 A & B, and the P-223H. This change does not affect the Core Student Record System Reporting.

Training on the new enrollment reporting system is currently being provided at each ESD, in conjunction with the annual enrollment reporting training. A statewide K-20 will be scheduled later for those who are unable to attend their local training.

The September deadline for reporting the enrollment is Monday, September 17.

## **Reporting Instructions**

Use the following instructions for accessing the electronic reporting system:

1. School and school 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 this URL:  
<https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>.

Data Security Managers will be able to assign the following roles:

**SAFS District Enrollment Submitter** – *This is a required role that MUST be assigned to at least one individual in each district.*

District designated users with this role can:

- View enrollment records.
- Create/update/revise enrollment records.
- Run enrollment reports.
- Run edits and submit records to the ESD.
- Manage resident districts.
- Run (master) edits.

**SAFS District Enrollment User** – *This is an optional role that may be assigned to one or mores users at the district's discretion.*

District designated users with this role can:

- View enrollment records.
- Create/update/revise enrollment records.
- Run enrollment 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 <http://appport.eds.ospi.k12.wa.us> with your email address as your username and password. 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 that 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.
  - a. You may update any of your profile information at anytime. To do so, just log into EDS (<http://eds.ospi.k12.wa.us>) and click the “My Profile” tab.
5. Click the “My Applications” tab to view a list of the applications that are currently available to you. Select the SAFS link and follow the instructions on the application for entering data in the appropriate fields.

### **For More Information or Help**

For further information about Enrollment Reporting, please refer to the annual Enrollment Reporting Handbook at:  
[http://www.k12.wa.us/SAFS/INS/ENR/0708/Enrollment%20Handbook\\_0708.pdf](http://www.k12.wa.us/SAFS/INS/ENR/0708/Enrollment%20Handbook_0708.pdf).

If you require assistance accessing or using EDS, please contact OSPI Customer Support at [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) or by calling (360) 725-6371 or the toll-free number at 1(800) 725-4311.

For additional information or questions on enrollment reporting, please contact Mitch Thompson, Enrollment and Institutions Supervisor, at (360) 725-6306 or by email at [mitch.thompson@k12.wa.us](mailto:mitch.thompson@k12.wa.us). OSPI’s TTY line is (360) 664-3631.

This information is also available on the agency Web site at  
[www.k12.wa.us/bulletinsmemos/](http://www.k12.wa.us/bulletinsmemos/).

The move to a new enrollment reporting system is an exciting, positive change for all of us. Please have patience as we work through this implementation period together.

### FINANCIAL RESOURCES

Jennifer Priddy  
Assistant Superintendent

### SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

Calvin W. Brodie  
Director

TB:rlid