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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

June 2, 2022

(X) Action Required

Due date: **July 1, 2022**

( ) Informational

## BULLETIN NO. 033-22 Center for the Improvement of Student Learning

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Charter Schools  
Tribal Compact Schools  
District Data Security Managers  
CEDARS District Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Directory Change Request Process for 2022–23 School Year

CONTACT: Maria Flores, Executive Director of the Center for the Improvement of Student Learning (CISL)  
360-725-6359, [maria.flores@k12.wa.us](mailto:maria.flores@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 directory data are the cornerstone for all state and federal reporting and attention to their accuracy and timely notification of changes to directory information are vital.

This bulletin is to inform you of the process to notify OSPI of changes to directory information contained within the Education Data System (EDS) for the 2022–23 school year.

All requests are due to OSPI no later than July 1, 2022, to take effect in the system by August 15, 2022.

## Types of Changes

The following are directory changes that require OSPI approval and must be requested by July 1, 2022:

- Opening a new school in 2022–23
- Reopening a school that was previously closed
- Closing a school
- Changing the grade levels offered at a school
- School facility or type changes (alternative, vocational, special education, etc.)
- School association from your district or educational service district to another
- Changes to virtual school status

Directory changes that do not require OSPI approval and should be updated directly in the Education Data System Administration application by your District Data Security Manager (DDSM) at the time of the change include:

- 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 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
- Locale code changes
- In and Out code changes

The [list of current directory information for all schools and districts](#) is available on the OSPI website.

If you have directory changes that require OSPI approval, notify your DDSM. OSPI has emailed a link to DDSMs to report all needed changes in one form. A [list of DDSMs](#) is available on the OSPI website.

Specific instructions on how to complete each type of request was emailed to DDSMs on May 27, 2022 under the subject, *Review Needed: 2022–23 School Directory Change Form*.

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## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Maria Flores, Executive Director, at 360-725-6359 or email [maria.flores@k12.wa.us](mailto:maria.flores@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Tennille Jeffries-Simmons  
Chief of Staff

Maria Flores  
Executive Director  
Center for the Improvement of Student Learning (CISL)

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