

Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS) Log-In Instructions

PRIVATE SCHOOLS

1. Log into EDS: <https://eds.ospi.k12.wa.us>.
 - a. If you do not have an EDS account, click the Create an Account tab, and follow the instructions to create an account. Then go to step 4 below.
2. Enter your username and password.
3. Click Login. You will be asked to agree to the conditions of using EDS. Click on I agree.
4. Click on the tab "My Applications."
5. Next, click on the link for *Private Participation in Federal Programs*.
 - a. If the Private Participation in Federal Programs application does not appear in your list of applications, email customersupport@k12.wa.us with the following:

Subject Line: Access to Private Participation in Federal Programs Application

Body of email: I am requesting access to the Private Participation in Federal Programs Application in EDS.

First, Middle, Last Name:

Date of Birth:

EDS Account Username:

Private School Organization (Building) Code:

6. Complete the Private Participation in Federal Programs application.

For help logging into EDS, please contact OSPI's Customer Support office at CustomerSupport@k12.wa.us, or 1-800-725-4311.

For questions regarding participation in federal programs, contact Sheila Gerrish, Program Supervisor, at sheila.gerrish@k12.wa.us; or Julie Chace, Program Supervisor, at julie.chace@k12.wa.us. You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.

SCHOOL DISTRICTS

1. Log into EDS: <https://eds.ospi.k12.wa.us>.
2. Enter username and password.



- a. If you do not have an EDS account, click the Create an Account tab, and follow the instructions to create an account. Then go to step 4 below.
3. Click Login. You will be asked to agree to the conditions of using EDS. Click on I agree.
4. Click on the tab “My Applications.”
5. Next, click on the link for *Private Participation in Federal Programs*, which will bring up your school district’s page. (If you are an Educational Service District employee, select the name of the school district you would like to view.)
 - a. If the Private Participation in Federal Programs application does not appear in your list of applications, contact your [District Data Security Manager](#), and ask to be assigned the role of “Private Participation Administrator” at your school district.
6. Select the appropriate year in the School Year drop-down menu.

For help logging into EDS please contact your [District Data Security Manager](#).

For questions regarding participation in federal programs, contact Sheila Gerrish, Program Supervisor, at sheila.gerrish@k12.wa.us; or Julie Chace, Program Supervisor, at julie.chace@k12.wa.us. You can also call the Title I/LAP office at 360-725-6100. OSPI’s TTY number is 360-664-3631.

