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

k12.wa.us

May 8, 2023

(X) Action Required  
Due date: June 2, 2023  
( ) Informational

## BULLETIN NO. 024-23 CENTER FOR THE IMPROVEMENT OF STUDENT LEARNING

**TO:** Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Data Security Managers  
CEDARS District Administrators

**FROM:** Chris Reykdal, Superintendent of Public Instruction

**RE:** Directory Change Request Process for 2023-24 School Year

**CONTACT:** Maria Flores, Executive Director of the Center for the Improvement of Student Learning (CISL)  
360-584-6007, [maria.flores@k12.wa.us](mailto:maria.flores@k12.wa.us), or [cisl@k12.wa.us](mailto:cisl@k12.wa.us)

## PURPOSE/BACKGROUND

The Office of the 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 essential for all state and federal reporting, and attention to their accuracy and timely notification of changes to directory information is important to maintain our student information and apportionment data systems.

This bulletin is to inform you of the process to notify OSPI of changes to directory information contained within the Education Data System for the 2023-24 school year.

All requests are due to OSPI no later than June 2, 2023, to take effect in the system by August 1.

## Types of Changes

The following are directory changes that require OSPI approval and must be requested by June 2, 2023:

- Opening a new school in 2023–24
- 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 to another (or educational service district)
- Graduating status
- Changes to residential boundaries
- Any other change that results in a 50% or greater change to the student population of a school

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. Please check the correctness of your DDSM's contact information.

Specific instructions on how to submit a request will be emailed to DDSMs under the subject Review Needed: 2023-2024 School Directory Change Form.

## Appeals

OSPI will send notifications of approved or denied directory changes by June 12. Districts whose changes are denied may submit appeals between June 12 and June 23.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Maria Flores, Executive Director of the Center for the Improvement of Student Learning (CISL), at 360-584-6007 or email [maria.flores@k12.wa.us](mailto:maria.flores@k12.wa.us) or [cisl@k12.wa.us](mailto:cisl@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)

CR:kp

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