New Local Education Agency (LEA) Process

Information

OSPI has a single-sign-on system that controls access to all of our online applications for data reporting, grants, and school apportionment called the **Education Data System (EDS)**. Gaining access to EDS is the first step for a new LEA. EDS is also the source for all directory data such as LEA and school address, phone numbers and the assignment of a Principals and Superintendents which is used for official communication from OSPI for all programs within the agency.

All charter and tribal compact schools will be assigned a single school code and LEA code. The LEA code is the same as a 'district code' and is 5 digits where the first two digits are the county and last 3 are unique to that LEA. Please complete the following process to be assigned the appropriate codes and provide your organization with a district data security manager (DDSM) who can assign all access to other staff for your organization. (An LEA may appoint multiple people to be DDSM's which requires one form per person.)

Steps to Obtain Required School and LEA Codes

1. Send an email notification to OSPI Customer Support with the following information:
   a. a completed *New LEA Request Form* (bottom attachment)
   b. a completed District Data Security Manager (DDSM) Form (Authorizing an individual to be the manager of security to the OSPI online system, EDS)
2. The person who is your DDSM, must create an **Education Data System (EDS)** user account:
   a. Go to: https://eds.ospi.k12.wa.us, select the "Create Account" tab
   b. Fill-in the personal information to complete the EDS account
   c. *Step 2 must be completed before OSPI will complete Step 3*

Washington Office of Superintendent of
PUBLIC INSTRUCTION

3. OSPI will send your DDSM an email notification when we have assigned the District Data Security Manager (DDSM) role and notify you of the Charter LEA code.
   a. The DDSM now has access to assign security access to other charter users and to request an OSPI school code (school code). School codes are not issued until August.
4. DDSM requests a new school code in the **EDS** Administration application (refer to page 36 of 46 in the EDS Administration Manual):
   a. Login to https://eds.ospi.k12.wa.us
   b. Select *My Applications*
   c. Select *EDS Administration*
   d. Select *New Schools Requested*
   e. Select "Add School" button and complete the requested information on each page
   f. Select the "Submit" button
5. Email CustomerSupport@k12.wa.us when New School Request Form is submitted online.
6. OSPI will reply to your email with your new school code after August 1st.

After Obtaining a School and LEA Code:

The new LEA should then contact the following individuals to coordinate and understand all State and Federal reporting requirements:

System/Function	Contact	Description
Educational Data System (EDS)	OSPI Customer Support 1-800-725-4311	To create and establish a Charter School and to assign a District Data Security Administrator.
School Apportionment and Financial Services (SAFS)	Mike Sando 360-725-6304	For all Financial reporting, including the P223, P240, P240A, F195, F196, F200, F203, S275 or school apportionment.
Teacher Certification (e-CERT)	Laura Gooding 360-725-6396	
Fingerprinting	Catherine Slagle 360-725-6136	For access to fingerprint requirements for school employees.

System/Function	Contact	Description
Code of Professional Conduct	Catherine Slagle 360-725-6136	No EDS application involved, but to request presentation on this information, please contact Catherine.
Teacher and Principal Quality - Title II, Part A	Teacher and Principal Quality 360-725-6340	
Student Transportation (STARS)	Bruce Schneider 360-725-6120	Student Transportation Allocation Reporting System (STARS) is used for the distribution of operations funding for student transportation and for providing an evaluation of relative efficiency.
School Facilities (ICOS)	360-725-6265	The primary grant program is the School Construction Assistance Program (SCAP). Other grant programs: small repair and improvements, K-3 class size reduction, STEM, energy efficiency, pre-disaster mitigation, and healthy schools.
Comprehensive Educational Data and Research System (CEDARS)	OSPI Customer Support 1-800-725-4311	Please see the CEDARS data collection manual and training materials at: http://www.k12.wa.us/CEDARS/default.aspx You will need an SFTP account to send data.
Career and Technical Education (CTE)	Rebecca Wallace 360-725-6243	Authorization to deliver CTE content must take place within the CTE application within EDS. Federal Reporting of CTE student outcomes takes place within the VOC application.
Special Education	Sandy Grummick 360-725-6075	Data collected through CEDARS, reviewed and verified annually through Special Education November Federal Child count.
Federal Accountability / Index	Gayle Pauley 360-725-6170 countabilitydata@k12.wa.us Andrew Parr 360-725-6063	Federal ESSA law requires goals/targets to be set, districts and schools to be measured, and schools to be identified for reward and improvement. There are specific data that need to be timely and accurate for each school and district in order for these determinations to be made accurately.
Homeless Children and Youth	Melinda Dyer 360-725-6050	Data collected through CEDARS, reviewed and verified annually through Homeless Children and Youth Data Collection.

System/Function	Contact	Description
Child Nutrition	Leanne Eko 360-725-6200	EDS Collections: Direct Certification and Direct Verification WINS: Separate application and claim system
Student Assessment	Assessment@k12.wa.us Assessment Analysts 360-725-6109 Christopher Hanczrik 360-725-6350	Must establish a District Assessment Coordinator For assistance with all Assessment applications: Washington Query, Washington Assessment Management System (WAMS), CAA/CIA Database, TIDE, Report Card Preview
Adjusted Cohort Graduation Application	Lisa Ireland 360-725-6358	Data collected through CEDARS and used for Graduation Rate reporting annually
Title I C, Migrant Education Program	Sylvia Reyna 360-725-6147	
Learning Assistance Program (LAP)	360-725-6100 LAP@k12.wa.us	Data collected through CEDARS, reviewed and verified annually through iGrants Package.
Behavior and Weapons	Mike Donlin 360-725-6041	Data collected through CEDARS, reviewed and verified annually Behavior and Weapons application.
Student Attendance	Krissy Johnson 360-725-6045	Data collected through CEDARS, reviewed and verified annually through Unexcused Student Absences application.
Highly Capable	Jody Hess 360-725-6171	Data collected through CEDARS, reviewed and verified annually through iGrants Package.
Title I A	Jon Mishra 360-725-6339	
Alternative Learning (ALE) / Online Learning	Rhett Nelson 360-725-6229 ALDinfo@k12.wa.us	
Title III, Transitional Bilingual Services	Jolynn Engellant 360-725-6147	

OSPI Directory Data – New LEA Request Form

Local Education Agency (LEA)

All data on this page is required, will be public listed and must be returned to OSPI Customer Support first.

LEA Legal Name	
LEA Common Name	

Physical Address

Address 1	
Address 2	
City	
State	
Zip Code (xxxxx-xxxx)	
LEA County of Physical Address	

Mailing Address

Address 1	
Address 2	
City	
State	
Zip Code (xxxxx-xxxx)	
Business Phone (xxx.xxx.xxx)	
Agency Website (Optional)	

Superintendent/Director

First and Last Name	
Title	
Email Address	
Business Phone (xxx.xxx.xxx)	

Grade Span Offered:

Enter all grades that will be offered	