



# School Directory Submission Guidance

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## Section 1: Purpose

The document guides districts through the School Directory change submission process. Specific instructions and descriptions explain the laws and business rules that undergird the School Directory.

For questions or support, please email [School.Directory@tn.gov](mailto:School.Directory@tn.gov).

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## Section 2: Background

The School Directory (SDE) is a data repository for district and school identifying information. The data stored in the directory are the basis for much of the foundational information pulled into many of the Tennessee Department of Education applications. Some examples of these include: EIS, Accountability, ePlan, TCAP Visibility Tool, Cohort, and Attendance Funding.

### 2.1 Policy and Code

The School Directory is governed by laws, policy, and procedures.<sup>1</sup> These include, but are not limited to, definitions and requirements around public schools, non-public schools, charter schools and their managing organizations, school grades and the correspondence to school names (e.g., the use of elementary, middle and high within a name and the association to the grades offered by the school), and school types, such as adult, alternative, CTE, etc.

Additional procedures<sup>2</sup> governing the SDE may include the preservation of historical data (e.g., grade configurations and school names).

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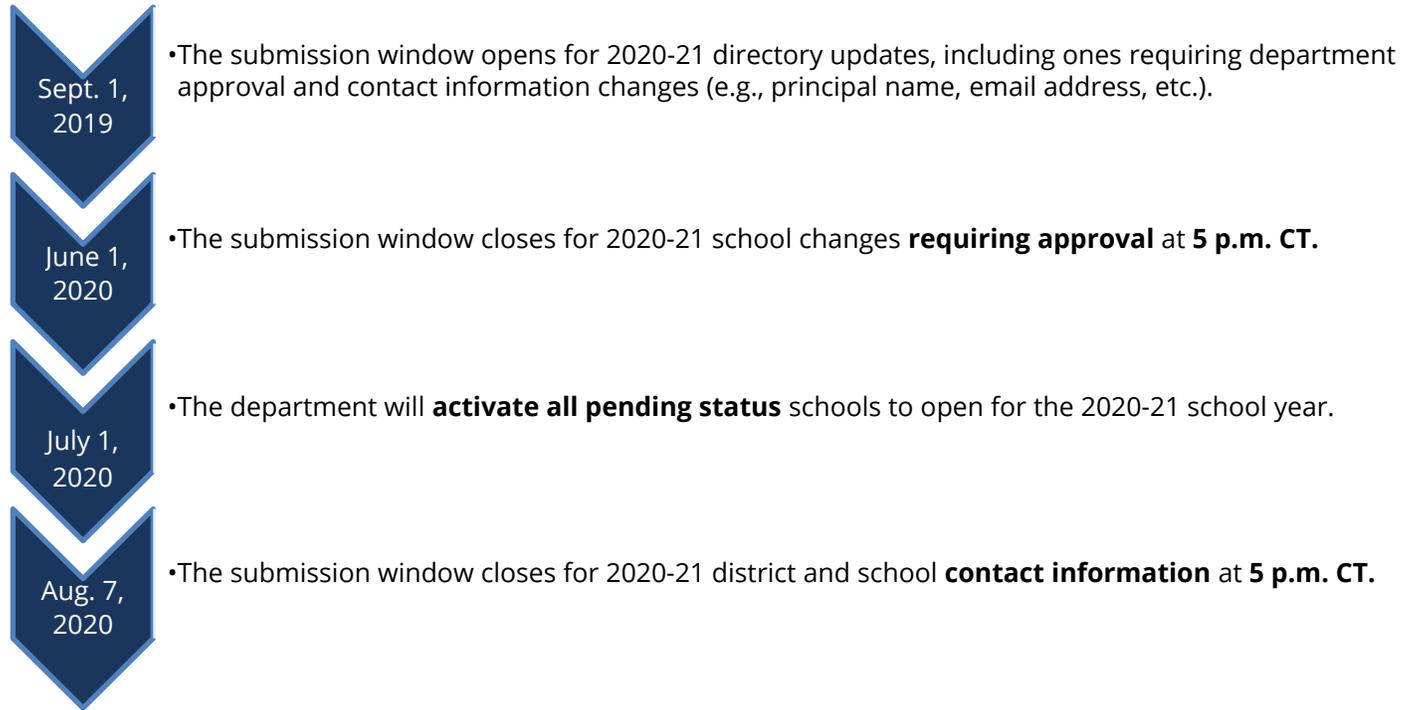
<sup>1</sup> For more information regarding school approval or guardrails around public education, please access [Tennessee State Board of Education Rule Chapter 0520](#) and [Tenn. Ann. Code](#), specifically Title 49.

<sup>2</sup> EdFacts procedures guard grade span configuration. Additional information regarding EdFacts can be located on the [U.S. Department of Education website](#).

## Section 3: Submission Timeline and Process

### 3.1 Timeline

The timeline below outlines the milestone dates regarding changes to the School Directory. Requested changes submitted after the deadline may not have these changes reflected correctly for the upcoming school year.



### 3.2 Submission Process

All submissions should come from either the district [SDE contact](#)<sup>3</sup> or director of schools. Please note that the person completing the submission is responsible for the accuracy of the information provided. The district and directory contact are responsible for understanding what changes are permissible and how these changes may have downstream impacts (e.g., funding, accountability, etc.).

Submissions will be processed in the order in which they are received. Please note this for requests that are submitted close to the deadlines. Additionally, some submissions to the School Directory require supplemental documentation and approval in order to be completed; please reference [section 3.2.2](#) for more details.

#### 3.2.1 District and School Contact Changes

Requests to update district or school contact information require the completion of [this form](#), and requests must be submitted **before 5 p.m. CT on Aug. 7, 2020**. These changes include:

- District/school leader name

<sup>3</sup> School Directory contact updates should be emailed to [School.Directory@tn.gov](mailto:School.Directory@tn.gov) from the Director of Schools. Additionally, the [contact list](#) found on the School Directory site will be updated semi-annually (January and July) to reflect district changes in personnel.

- Email address (this is **required** if the director of schools or administrator name is changed)
- Website
- Physical/mailling addresses
- Phone numbers

The department's District Technology Support team completes these changes. Districts who submit incomplete requests will be contacted by [DT.Support@tn.gov](mailto:DT.Support@tn.gov). If a district does not respond after three attempts to contact them, the District Technology Support team will close the change request ticket. Districts must resubmit their request after a change request ticket has been closed.

### 3.2.1.1 Mass Submission Option for School Contact Information

Districts with **more than 10** school changes to submit at one time will need to use a submission template. Districts may complete the [worksheet template](#) and email it to [DT.Support@tn.gov](mailto:DT.Support@tn.gov) **AFTER** completing the initial [form](#) indicating a worksheet will be submitted separately.

### 3.2.2 School Changes Requiring Department Approval

The subsequent sections outline changes requiring department approval. To submit a change requiring approval, please complete this [form](#). Additionally, due to the nature of these requests, please submit all requests **requiring approval** by **June, 1, 2020**, or reference the timeline in [section 3.1](#) for all SDE deadlines.

These changes are completed by the Office of Strategy's Accountability team. Districts who submit incomplete requests will be contacted by the Accountability team. If a district does not respond after three attempts to contact them, the District Technology Support team will close the change request ticket. Districts must resubmit their request after a ticket has been closed.

#### 3.2.2.1 School Name Changes

School name changes complicate the collection of historical data (e.g., searching for an old school name may return inaccurate data). As such, all school name changes must be approved by the department. It is important to note the merging or consolidating two schools often requires the closure of one (or more schools) and the creation of a new school. For more information on submitting school openings and closing, please see [sections 3.2.2.4](#) and [3.2.2.5](#).

Additionally, schools that are identified with a state or federal designation, such as Priority, will continue to maintain that status/designation under their new name.

#### 3.2.2.2 School, Instructional, or Program Type Changes

School classifications include the identification of either public or private schools. Changing school, instructional, or program types may have implications for funding, accountability, and other purposes. It is critical to understand each school type before requesting such a change.<sup>4</sup> If you have questions possible implications, please email [School.Directory@tn.gov](mailto:School.Directory@tn.gov) for more information and guidance.

Please also note, adult and alternative schools do not generate accountability results. Instead students' testing records, attendance, and graduation status are returned to their sending schools.<sup>5</sup> Additionally, when requesting school instructional type change from either an Adult or Alternative to other instructional type change may result in accountability results, and in turn, the opportunity to receive a federal list designation.

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<sup>4</sup> For additional information regarding policy of school types, please reference [Tenn. Ann. Code](#), specifically Title 49, Chapters 6, 11, 13, and 16.

<sup>5</sup> For more information regarding Accountability calculations and business rules, please reference the [Accountability Protocol](#).

### 3.2.2.3 School Grade Changes

School grade configuration changes are restricted by [EdFacts](#) in order to preserve historical records. Schools may only change the grades they serve **by three grades or fewer** in a given year. Changing grade spans by more than three grades requires the issuing of a new school number. For example, a school serves grades K-2, and they request to add grades 3, 4, 5, 6, 7, and 8. Since more than three grades are included (6 in this case), the district would be required to close the school and open a new school. Conversely, if a school serves grades K-12 and requests to serve grades K-8, then the district would be required to be submit as a school closure and new school request. For more information about opening and closing schools, please reference [sections 3.2.2.4](#) and [3.2.2.5](#).

### 3.2.2.4 School Openings

Districts wishing to open a new school(s) for the 2019-20 must submit **by 5 p.m. CT on June 1, 2020**. Districts requesting school approval must also submit evidence of approval from the local board of education. Appropriate evidence would include either a school board resolution that contains the approval **or** a copy of a [School Approval Form](#) with the director of school's signature.

After a school has been submitted for approval, the department will send the request to the program area<sup>6</sup> for approval. Districts seeking approval will be contacted<sup>7</sup> by the department with the result (approval/denial/seeking further information), including the newly issued<sup>8</sup> school number<sup>9</sup>.

All schools, upon approval, will be added to the School Directory with the information provided. All new schools will be added as **"Pending"** status, until **July 1**. On **July 1**, all pending schools will be updated to **"Active"** status<sup>10</sup>.

### 3.2.2.5 School Closings

Districts wishing to close schools for the 2019-20 school year must submit to the School Directory no later than **June 1, 2020**. Districts requesting closure must also submit evidence of approval from the LEA. This can be either a school board resolution that includes evidence of the closure OR a copy of a [School Approval Form](#) with the director of school's signature.

District SDE contacts will receive communication confirming the closure. All schools that close will be set as **"Inactive"** status in the directory. Schools that have been identified as **"Inactive"**, may return to active status but must go through the new school approval procedures, as outlined in [section 3.2.2.4](#).

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<sup>6</sup> Program areas reviewing applications may include the College, Career and Technical Education, Special Populations, Safe and Supportive Schools, Consolidated Planning and Monitoring, etc.

<sup>7</sup> The Tennessee Department of Education will use the district's School Directory contact as the point of contact for the district. It is that contact's responsibility to understand all submissions and the implications of those submissions. The department is happy to discuss requested changes before submission to outline potential implications.

<sup>8</sup> New schools may not be issued a number that already exists in that district. This includes both active and inactive schools.

<sup>9</sup> All charter school numbers should consist of four digits beginning with 8 (e.g., 8001).

<sup>10</sup> This will not apply to schools that are submitted to the directory for future years (e.g., schools that are scheduled to open in 2021-22).