



Tennessee Department of Education

2026-27 Tennessee School Directory Change Request Guide

TNSD Guide | September 2026



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2026-27 School Year Updates

Beginning with the 2026-27 school year, districts will follow a more structured timeline to ensure school directory information for the current school year is up to date throughout the school year. Specifically,

- Districts may submit applications to update school/district contact information for the current school year (i.e., 2026-27) throughout the school year via [Form D](#). However, targeted review windows will be provided for districts to confirm current-year directory information is up to date. The targeted data review and submission windows are:
 - **Window 1: November 16-December 4, 2026.** This review window aligns with Accountability Phase III and will focus on ensuring school principal and director's contact information is current before school designation letters are distributed.
 - **Window 2: May 10-June 1, 2027.** This review window will provide districts with a final opportunity to confirm school and district contact information for the 2026-27 school year.
- Districts can no longer submit applications to update school/district entity information (i.e., changes associated with school name, address, grade span) for the current school year. These updates should have been fully addressed in June during the prior school year.

This guide provides timelines and instructions related to 2026-27 school directory updates. The submission window for 2027-28 school directory changes and updates will open in Spring 2027. The 2027-28 TNSD Submission Guide will be released before the opening of the submission window.

Section 1: Overview

The Tennessee School Directory (TNSD) is a central database for the Tennessee Department of Education (department) to store and track district and school information over time. Its main purposes are:

- **Objective 1.** Assign unique IDs to new schools or districts and keep historical records for all entities, both active and inactive.
- **Objective 2.** Offer up-to-date contact information on the [TNSD website](#), enabling the public to search for schools and districts statewide.
- **Objective 3.** Supply accurate information for the department's data systems, assessment platforms, applications, and reports.

To support these goals, TNSD must maintain current information throughout the year.

The 2026-27 school directory information was first published on the [TNSD website](#) in July 2026, based on the applications submitted by districts in 2025-26. As the school year progresses, districts may submit applications to update school/district contact information as school and district leadership turnover occurs throughout the school year. The department will no longer accept any other updates during the current school year. This guide describes the submission form, process, and timeline and lists answers to frequently asked questions.

The [TNSD website](#) contains information for both public and non-public schools. This document specifies the process and timeline for public schools only. For non-public schools-related processes and questions, please visit the [Non-Public Schools webpage](#) or contact Private.Schools@tn.gov for information. For questions or assistance, please contact School.Directory@tn.gov.

Section 2: School/District Contact Information Update (Form D)

Districts must submit [Form D](#) to update school or district contact information, including changes to mailing addresses, phone numbers, email addresses, website URLs, and administrative contacts. [Form D](#) is intended solely for contact information updates and does not require additional departmental review or approval.

Submitted changes will be processed and reflected on the [TNSD website](#) within 3–5 working days of receipt. To support timely processing, districts should ensure that all information is accurate and complete before submitting.

2.1 Form D Instructions

Districts must complete [Form D](#) when school or district contact information needs to be updated throughout the school year. **Important note:** Districts should enter only the fields that need to change because submitted entries will overwrite the existing information on the [TNSD website](#). To ensure updates are applied correctly, it is critical that districts provide the accurate School ID and School Name on the form. Districts have two ways to submit updates for multiple schools. Districts may enter updates for each school on a separate form, or districts may download and complete the [Form D – Mass Upload Worksheet](#) and submit the worksheet via attachment using Form D. Table 1 provides instructions regarding how to complete the form.

Table 1. Form D Instructions

Data Field	Instruction
District Name and ID	Select district name and ID submitting the form.
Full Name of Personnel Submitting the Form	Enter the personnel's first name and last name.
Email of Personnel Submitting the Form	Enter the personnel's district email address.
Select Update Type: ○ District information update ○ Single school information update ○ Multiple school update	Select the update type that applies to this submission.

Data Field	Instruction
District information update: ○ Director of Schools Name ○ Director of Schools Email ○ District Phone Number ○ District Fax ○ District Website ○ Effective Date of Change	This set of data fields will be populated only when district information update is selected. Enter only the fields that need change; entered information will overwrite the existing information on the TNSD website .
Single school information update: ○ School ID ○ School Name ○ School Principal Name ○ School Principal Email ○ School Phone Number ○ School Fax ○ School Website ○ Effective Date of Change	This set of data fields will be populated only when single school information update is selected. Enter only the fields that need change; entered information will overwrite the existing information on the TNSD website . Districts may opt to repeat this step by submitting Form D multiple times when updating information for multiple schools or by selecting multiple school update to upload a mass upload worksheet.
Multiple school update ○ Upload file	When updating information for multiple schools, districts may opt to submit a mass upload worksheet. Download and complete the Form D – Mass Upload Worksheet and upload the completed worksheet as an Excel (.xlsx) file using the following naming convention: ###_FormD_MassUpdate_Date. ### is district ID

Before submitting the form, district personnel must read and acknowledge the following terms:

By typing my digital signature below, I acknowledge:

- My director of schools approved the changes that I submitted in this form.
- I certify that all the information provided in this form is accurate and complete, to the best of my knowledge.
- I certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Every Student Succeeds Act (ESSA)*.

- I understand that if any of the school/district contact information changes, my district is obligated to update the information in a timely manner.

2.2 Submission Process and Timeline

All school and district information updates must be submitted via [Form D](#). Districts may submit the update at any time throughout the school year. Two targeted data review and submission windows will be offered to districts to ensure school/district contact information is up to date for reporting purposes.

- **Window 1: November 16-December 4, 2026.** This review window aligns with Accountability Phase III and will focus on ensuring the school principal and director's contact information is current before school designation letters are distributed.
- **Window 2: May 10-June 1, 2027.** This review window will provide districts with a final opportunity to confirm school and district contact information for the 2026-27 school year.

Section 3. Frequently Asked Questions (FAQ)

What is the Tennessee School Directory (TNSD)?

The TNSD is the official statewide system for tracking and updating school and district information. It assigns unique IDs, maintains contact details, and supports accurate reporting for state and federal requirements.

Who is responsible for TNSD updates?

District school directory staff are responsible for reviewing and updating TNSD data annually and whenever changes occur to maintain accuracy and compliance. Districts should contact School.Directory@tn.gov when staff turnover occurs to ensure they continue receiving timely school directory updates.

How does the department use the information from the Tennessee School Directory (TNSD)?

The department uses TNSD data for various critical federal and state reporting, including but not limited to State Report Card, Educator Portal, Parent Portal, TVAAS reporting, EDFacts, and so on. The accuracy of the data is critically important for public communication and reporting.

Who do I contact for help or questions?

Email School.Directory@tn.gov or visit the TNSD website for support.

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