



BEST FOR
ALL

We will set all students on a path to success.

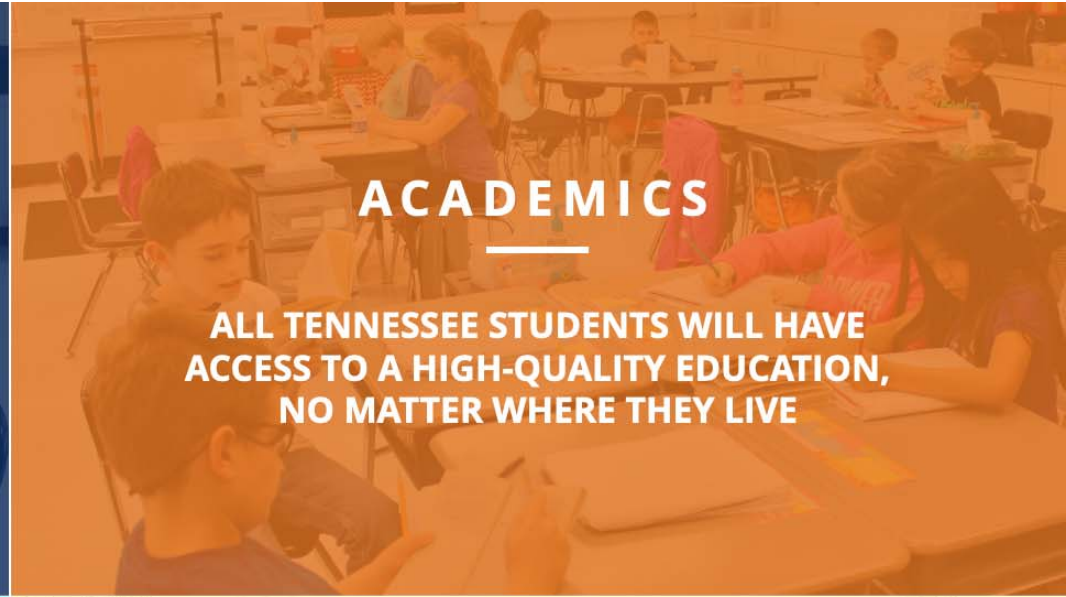
2022 School Directory Change Submissions Process

Ruth Christopher | School Directory Coordinator | 2022



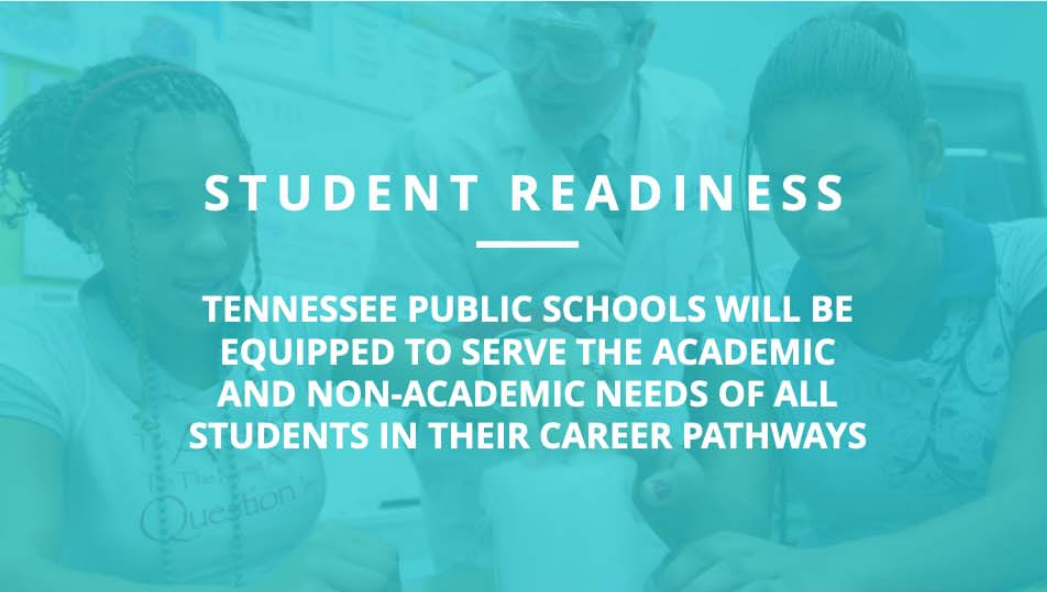
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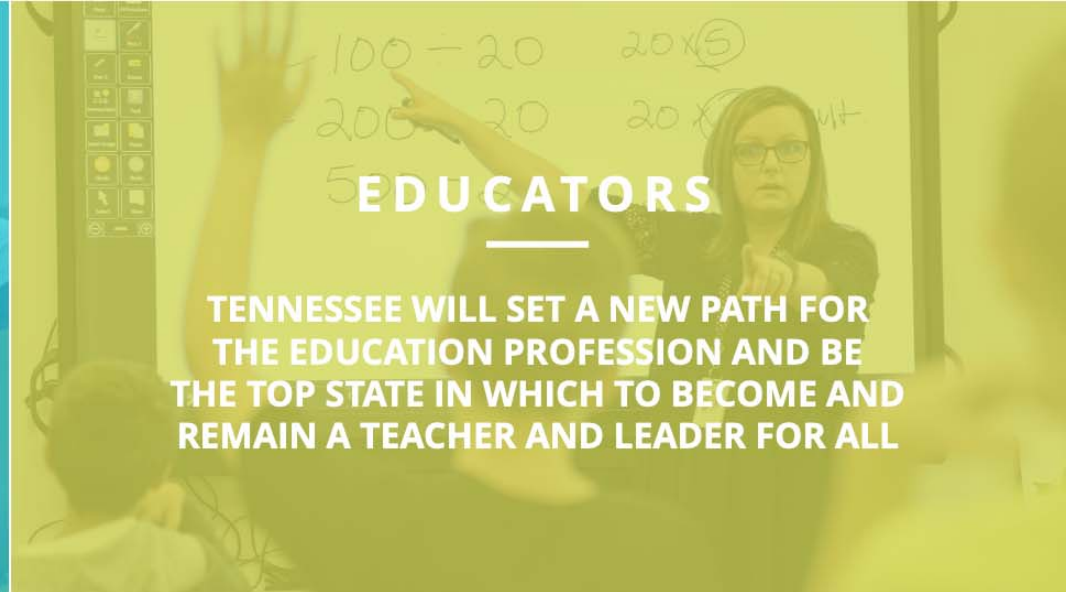
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



$100 - 20$ 20×5
 $200 - 20$ 20×4

5 EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



Agenda

- [Objectives](#)
- [About school directory](#)
- [Timeline](#)
- [How to submit](#)
- [Overview of change types and deadlines](#)
- [Types of changes requiring authorization](#)



Objectives

- We will be able to...
 - Identify **deadlines and required actions** for submitting school directory submissions
 - Understand **types of changes** and **what changes** to the school directory **are permissible**
 - Familiarize yourself with required **department forms** to submit change requests



About School Directory



Overview

- The School Directory (SDE) is a data repository for district and school identifying information
- The data gets pulled for several Tennessee Department of Education applications
 - EIS, Accountability, ePlan, TCAP Visibility Tool, Cohort attendance funding, etc.
- Incorrect information in SDE could have unforeseen or unintended consequences
 - Assessment provisioning, accountability results, fund



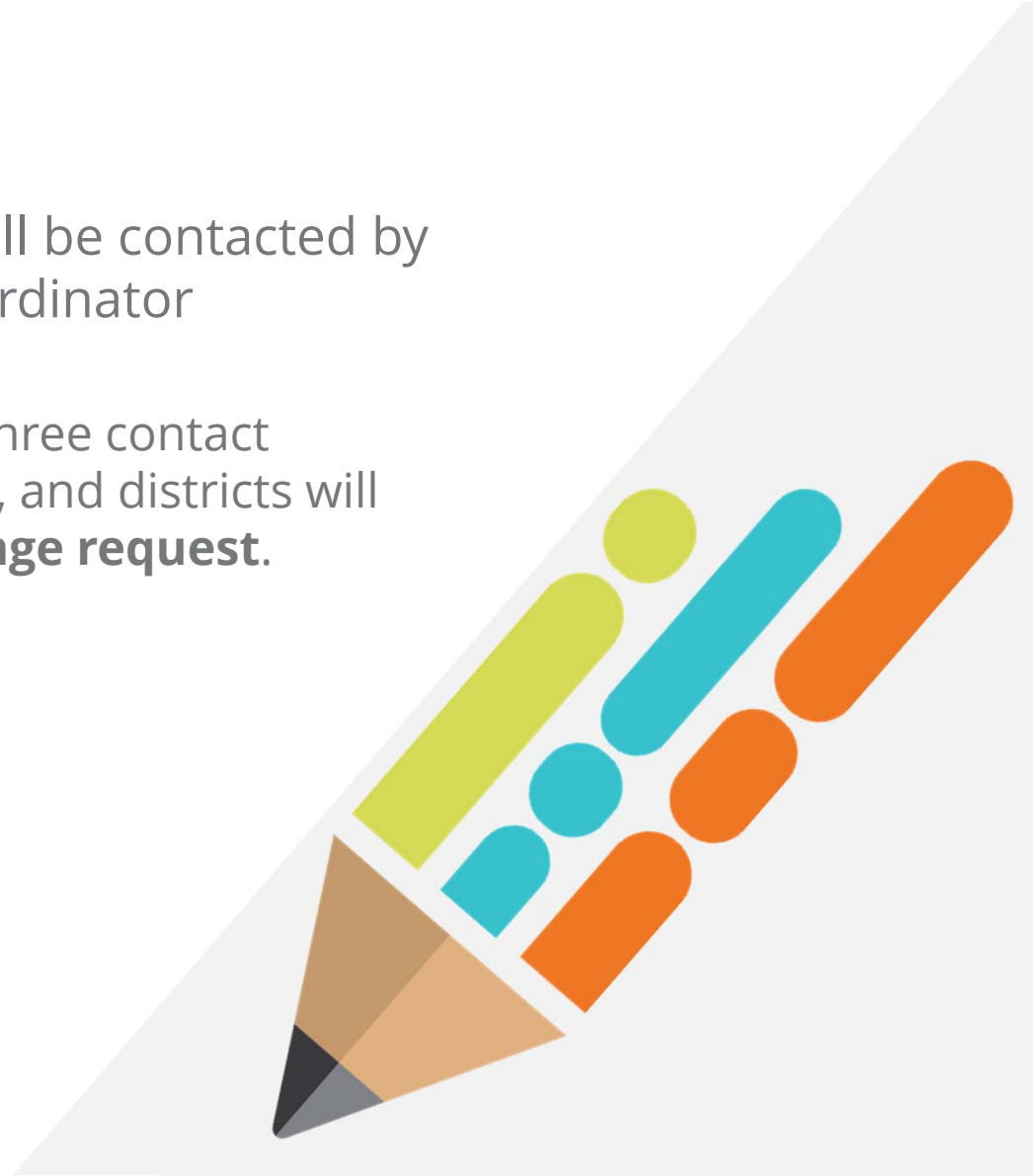
Overview

- The Director of Schools and the [school directory contact](#) are responsible for understanding ~~what~~ **changes are permissible** and **how change have downstream impacts** (e.g. funding, accountability, etc.)
- Submissions are processed in the order in which they are received



Overview

- Districts with incomplete requests will be contacted by the department school directory coordinator (School.Directory@tn.gov).
 - If a district does not respond after three contact attempts, the request will be closed, and districts will be required to **resubmit their change request**.



District and School Contact Changes

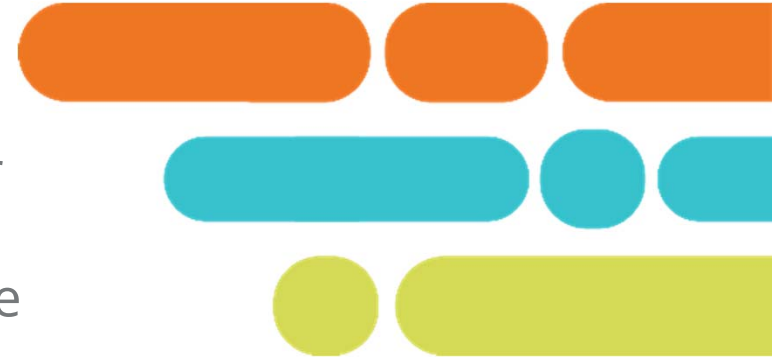
- Changes include **district/school leader name, email address, website, physical address, mailing address, or phone numbers**
 - Incomplete requests from districts will be contacted by School.Directory@tn.gov
- Mass changes from district (**more than 10 changes**)
 - **First**, districts must complete an electronic form and indicate a worksheet will be submitted separately
 - **Then**, district may complete an [excel worksheet](#) and email it to School.Directory@tn.gov



Office of Districts and Schools

The school directory coordinator is responsible for routing changes that require department authorization to the appropriate division within the department.

- Changes include **school name changes, school/program type changes, school grade changes, school openings, and school closings**
 - Incomplete requests from districts will be contacted by School.Directory@tn.gov
- District seeking authorization will be contacted with a result (authorization/denial/seeking more information)



Timeline



2022 School Directory Change Timeline

September 1,
2021

The submission window opened for all 2022-23 directory updates, including ones requiring department authorization.

June 1,
2022

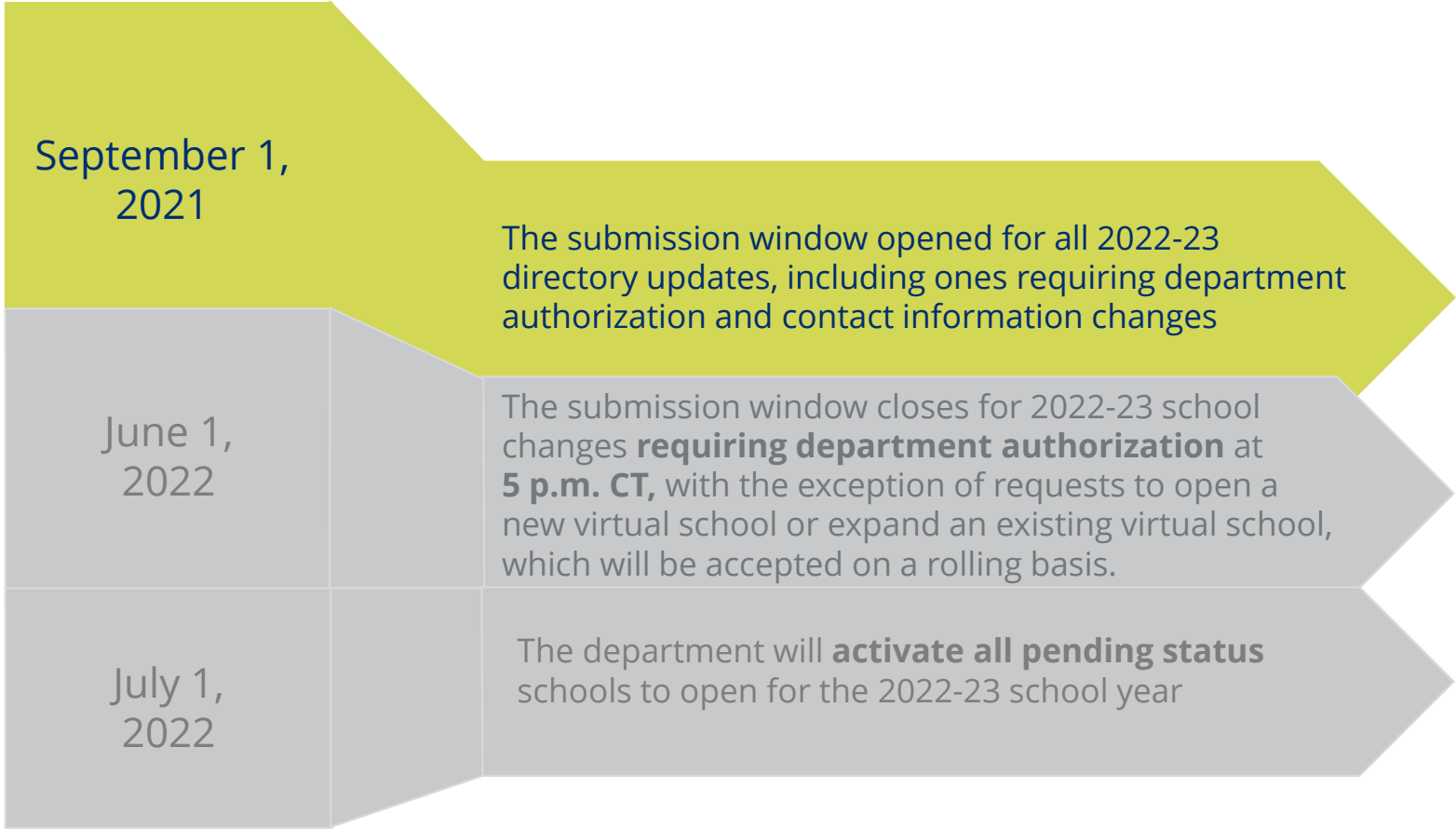
The submission window closes for 2022-23 school changes **requiring department authorization** at **5 p.m. CT**, with the exception of requests to open a new virtual school or expand an existing virtual school, which will be accepted on a rolling basis.

July 1,
2022

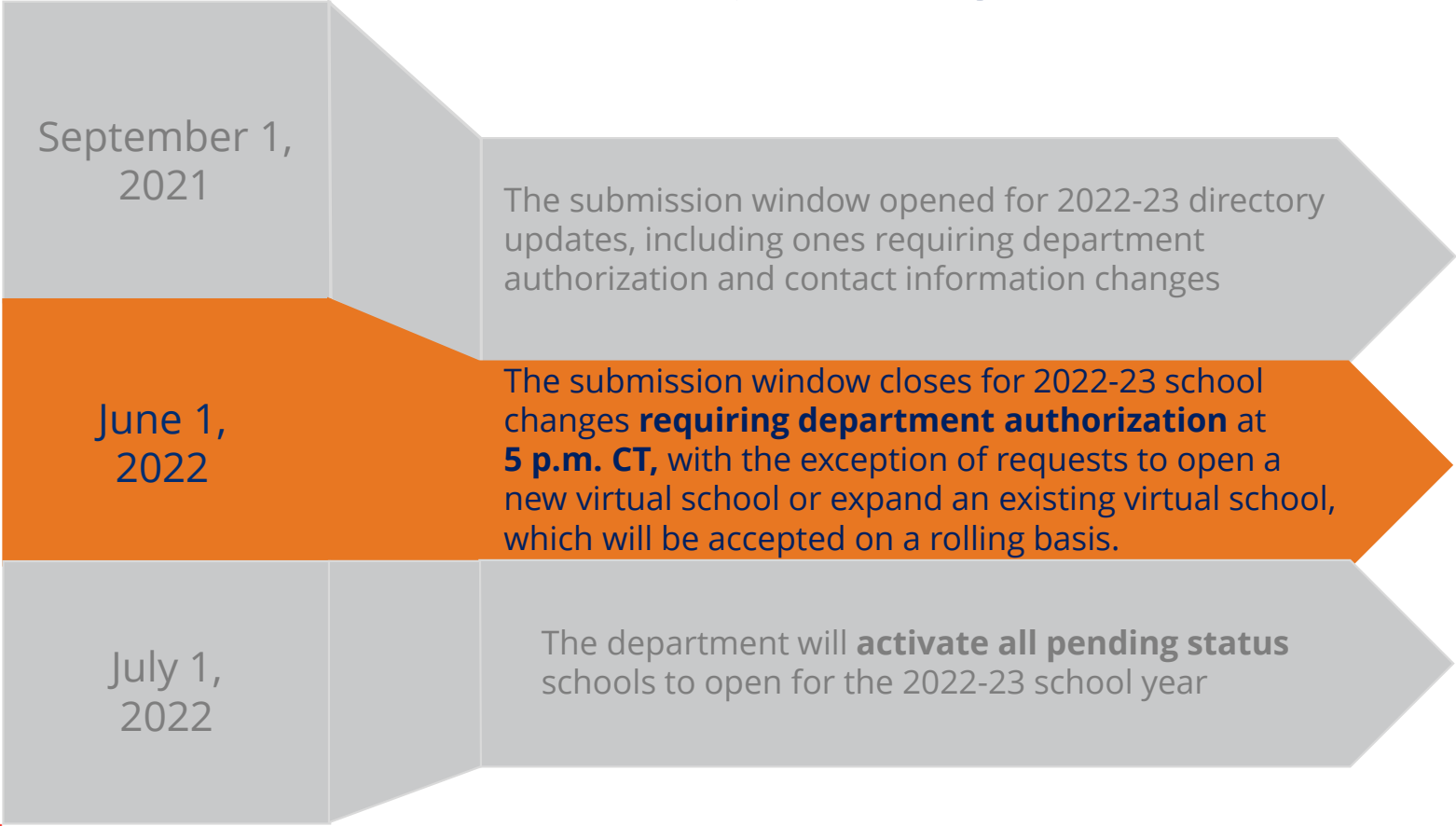
The department will **activate all pending status** schools to open for the 2022-23 school year



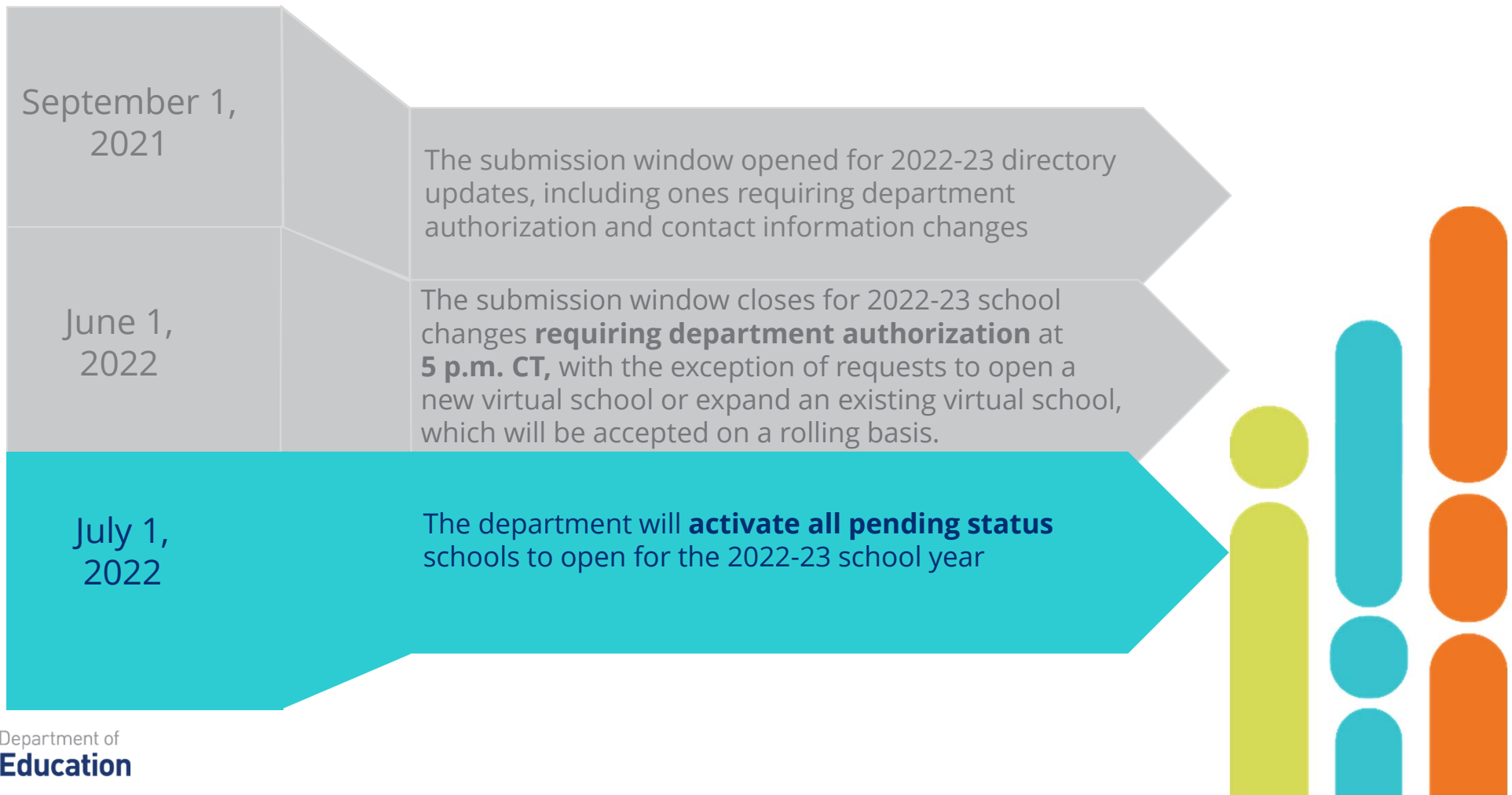
2022 School Directory Change Timeline



2022 School Directory Change Timeline



2022 School Directory Change Timeline



How to Submit



Submission Process



All submissions come from either the **district SDE contact** or **Director of Schools**

- Contact information changes
(e.g., principal name, email address, etc.)
 - Complete electronic submission request [form](#)

Please consult the [School Directory Submission Guidance](#) for more information.

Submission Process

All submissions come from either the **district SDE contact** or **Director of Schools**

- Mass contact changes (10 or more)
 - Complete one electronic submission request [form](#), **and** the worksheet template detailing the **ten or more** changes
 - Worksheet gets submitted to School.Directory@tn.gov

Please consult the [School Directory Submission Guidance](#) for more information.

Submission Process

All submissions come from either the **district SDE contact** or **Director of Schools**

- Department authorization requests
 - Complete [Program and School Authorization Form](#) **and** electronic submission request [form](#)
 - Include supporting evidence for changes
 - Deadline: June 1, 2022 by 5 p.m. CT

Please consult the [School Directory Submission Guidance](#) for more information.

Department authorization requests are:

- School name changes
- School/program type changes
- School grade changes
- School openings
- School closings

Types of Changes Requiring Authorization



Department Authorization Changes

School Name Changes

- School names changes must be authorized by the department so data is reflected accurately
 - Merging or consolidating two schools is **not** classified as a school name change. That would require the closure of one (or more) schools and the creation of a new school.
 - Schools identified with state or federal designation, such as Priority, will maintain that status under their new name.



Department Authorization Changes

School, Instructional, or Program Type Changes

- School type changes include identification of public or private schools
 - Other school/program types includes identification of adult high school, alternative school, pre-kindergarten, career and technical education school, and more
 - Change in school/program type has implications for funding, accountability, and other resources



Department Authorization Changes



School Grade Changes

- Schools may only change the grades they serve by **three grades or fewer**
- If a school changes by **more than three grades**, the district would be required to submit a school closure request and a school opening request
 - For example, a K-2 school changing to a K-8 school would add grades 3, 4, 5, 6, 7 and 8. More than **three** grades were added, so the district would request to close the K-2 school and open the K-8 school
 - The same protocol applies regardless if a school **adds** more than three grades or **takes away** more than three grades (e.g., K-8 changing to a K-2)

Department Authorization Changes

School Openings

- Districts opening a school must provide evidence of approval from the local board of education **or** a copy of a Program and School Authorization Form with the Director of School's signature
- Upon request submission, the district will be contacted by the department with the result (authorization/denial/seeking further information)
 - Authorized new schools will show "Pending" status until July 1. On July 1, the status will be updated to "Active" for 2022-2023



Department Authorization Changes



School Closings

- Districts opening a school must provide evidence of approval from the local board of education **or** a copy of a Program and School Authorization Form with the Director of School's signature
- Upon request submission, the district will be contacted by the department a confirmation
 - Closed schools will be given "Inactive" status
 - Schools that have been identified as "Inactive" may return to "Active" status by going through new school request procedures

Overview of Change Types and Deadlines

Type of Change	Needs Departmental Authorization	Submission Deadline
School name changes	✓	June 1, 2022 5 p.m. CT
School, instructional, or program type changes	✓	
School grade changes	✓	
School openings	✓	
School closings	✓	
Virtual School openings, or expanding an existing virtual school	✓	Can be submitted throughout the year
District and school contact changes <ul style="list-style-type: none"> • District/school leader name • Email address • Website • Physical address/ mailing address • Phone number 		Can be submitted throughout the year



Closing



Revisit Objectives

- We will be able to...
 - Identify **deadlines and required actions** for submitting school directory submissions
 - Understand **types of changes** and **what changes** to the school directory **are permissible**
 - Familiarize yourself with required **department forms** to submit change requests
 - [Program and School Authorization Form](#)
 - [Electronic Submission Request Form](#)



Questions? Feedback?

Thank you for your partnership!

For further questions, please consult the [School Directory Submission Guidance](#) document or contact Ruth Christopher at School.Directory@tn.gov or Ruth.Christopher@tn.gov

