



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.

Section 2: Background

The School Directory (SDE) is a data repository for district and school contact information. The data stored in the directory is the basis for much of the foundational information pulled into many of the Tennessee Department of Education applications, including EIS, Accountability, ePlan, TNReady Visibility Tool, Cohort, and Attendance Funding. The School Directory information is accessed at both a public and internal level. The editing of the district and school information stored in this data system can impact funding, accountability, designations, etc.; therefore, ensuring accuracy is vital for those responsible for the changes.

2.1 Policy and Code

The School Directory is governed by laws, policy, and procedures¹. These include, but are not limited to, definitions and requirements around public schools, non-public schools, public 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 procedures² governing the SDE may include the preservation of historical data (e.g., grade configurations and school names).

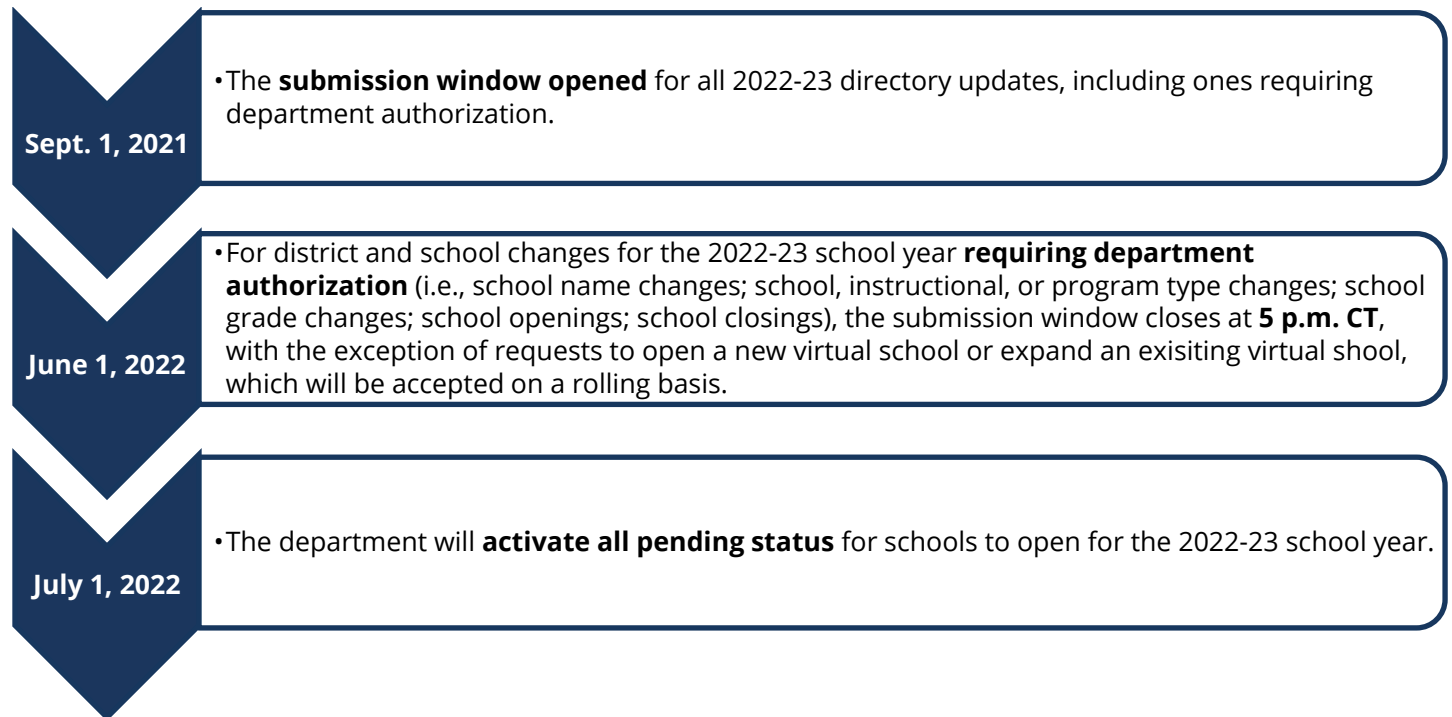
¹ For more information regarding school authorization or guardrails around public education, please access [Tennessee State Board of Education Rule Chapter 0520](#) and [Tenn. Ann. Code](#), specifically Title 49.

² 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](#)³ 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 authorization in order to be completed; please reference section [3.2.1](#) for more details.

3.2.1 District and School Contact Changes (Department Authorization Not Required)

Requests to update district or school contact information require the completion of the [School Directory Change Request form](#). District and School contact changes may be submitted year round. These changes include:

- District/school leader name

³ School Directory contact updates should be emailed to School.Directory@tn.gov from the district SDE contact or 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

Districts who submit incomplete requests will be contacted by School.Directory@tn.gov. If a district does not respond after three attempts to contact them, the School Directory team will close the request, and districts must resubmit their change request.

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 this [worksheet template](#) and email it to School.Directory@tn.gov **AFTER** completing the [School Directory Change Request form](#) indicating a worksheet will be submitted separately.

3.2.2 School Changes Requiring Department Authorization

The subsequent sections outline changes requiring department authorization. To submit a change requiring authorization, please complete both the [Program and School Authorization Form](#) along with the [School Directory Change Request form](#) by **June, 1, 2022**. Districts who submit incomplete requests will be contacted by School.Directory@tn.gov. If a district does not respond after three attempts to contact them, the School Directory team will close the request, and districts must resubmit their change request.

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. To request a school name change, please complete both the [Program and School Authorization Form](#) along with the [School Directory Change Request form](#) by **June, 1, 2022**. It is important to note the merging or consolidating two schools often requires the closure of one (or more) school(s) 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

To request a school, instructional, or program type change, please complete both the [Program and School Authorization Form](#) along with the [School Directory Change Request form](#) by **June, 1, 2022**. 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.⁴ If you have questions regarding possible implications, please email School.Directory@tn.gov for more information and guidance.

Please also note that adult and alternative schools do not generate accountability results. Instead, students' testing records, attendance, and graduation status are returned to their sending schools.⁵ Additionally, requesting a school

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

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

instructional type change from either an Adult or Alternative to other instructional type may result in accountability results, and in turn, the opportunity to receive a federal list designation.

3.2.2.3 School Grade Changes

To request a school grade change, please complete both the [Program and School Authorization Form](#) along with the [School Directory Change Request form](#) by **June, 1, 2022**, with the exception of requests to expand an existing virtual school, which will be accepted on a rolling basis. 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 in a school by **more than three grades** requires the district to submit a school closure request and a school opening request. 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 (six in this case), the department would be required to close the school in the School Directory and open a new school in the School Directory, thereby being issued a new school number. Conversely, if a school serves grades K-12 and requests to serve grades K-8, then the district would be required to submit 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 2022-23 school year must submit the request **by 5 p.m. CT on June 1, 2022**, with the exception of requests to open a new virtual school, which will be accepted on a rolling basis. Districts requesting school authorization must submit the [Program and School Authorization Form](#), the [School Directory Change Request form](#), as well as 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 [Program and School Authorization Form](#) with the Director of School's signature. After a request has been submitted for school authorization, the department will send the request to the program area⁶ for authorization. Districts seeking authorization will be contacted⁷ by the department with the result (i.e., authorized, denial, or seeking further information), including the newly issued⁸ school number if authorized.

All schools, upon authorization, 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" status⁹.

⁶ Program areas reviewing applications may include the following divisions: College, Career and Technical Education, Special Populations, Safe and Supportive Schools, Federal Programs and Oversight, Choice/Charter, Virtual Schools, etc.

⁷ 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.

⁸ New schools may not be issued a number that already exists in that district. This includes both Active and Inactive schools.

⁹ This will not apply to schools that are submitted to the directory for future years (e.g., schools that are scheduled to open in 2023-24).

3.2.2.5 School Closings

Districts wishing to close schools for the 2022-23 school year must submit the request **by 5 p.m. CT on June 1, 2022**. Districts requesting closure must submit the [Program and School Authorization Form](#), the [School Directory Change Request form](#), as well as 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 Program and School Authorization Form Assurances with the Director of School's signature.

Districts wishing to merge schools for the 2022-23 school year must submit the request **by 5 p.m. CT on June 1, 2022**. NOTE: schools that are identified with a state or federal designation, such as Priority, that are merged with another school will maintain that status/designation as detailed in the department's school accountability business rules (changes in school composition).

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 authorization procedures, as outlined in [section 3.2.2.4](#).

In the event a school is closing in one district, and reopening in another district. Both LEA's will need to complete the applicable documents for each of the processes.