



# 2024 Tennessee School Directory Change Submissions Process

**Ruth Christopher**

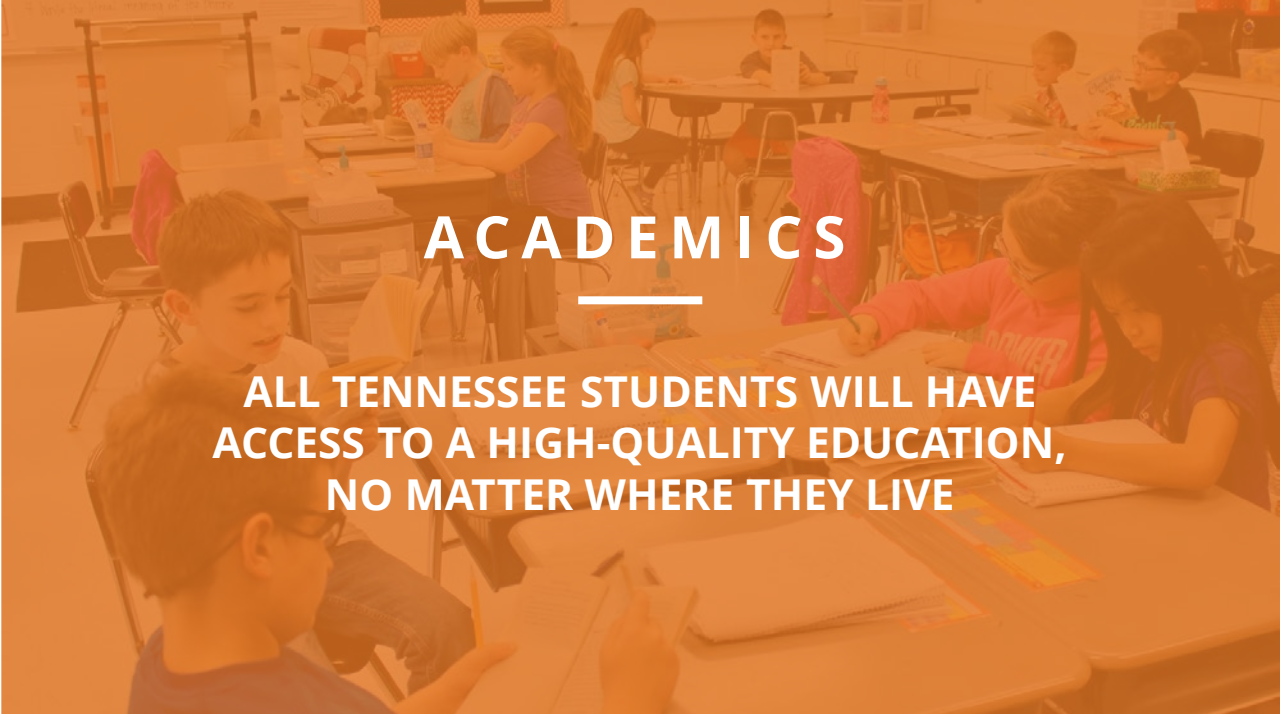
*School Directory Coordinator | Education*





# BEST FOR ALL

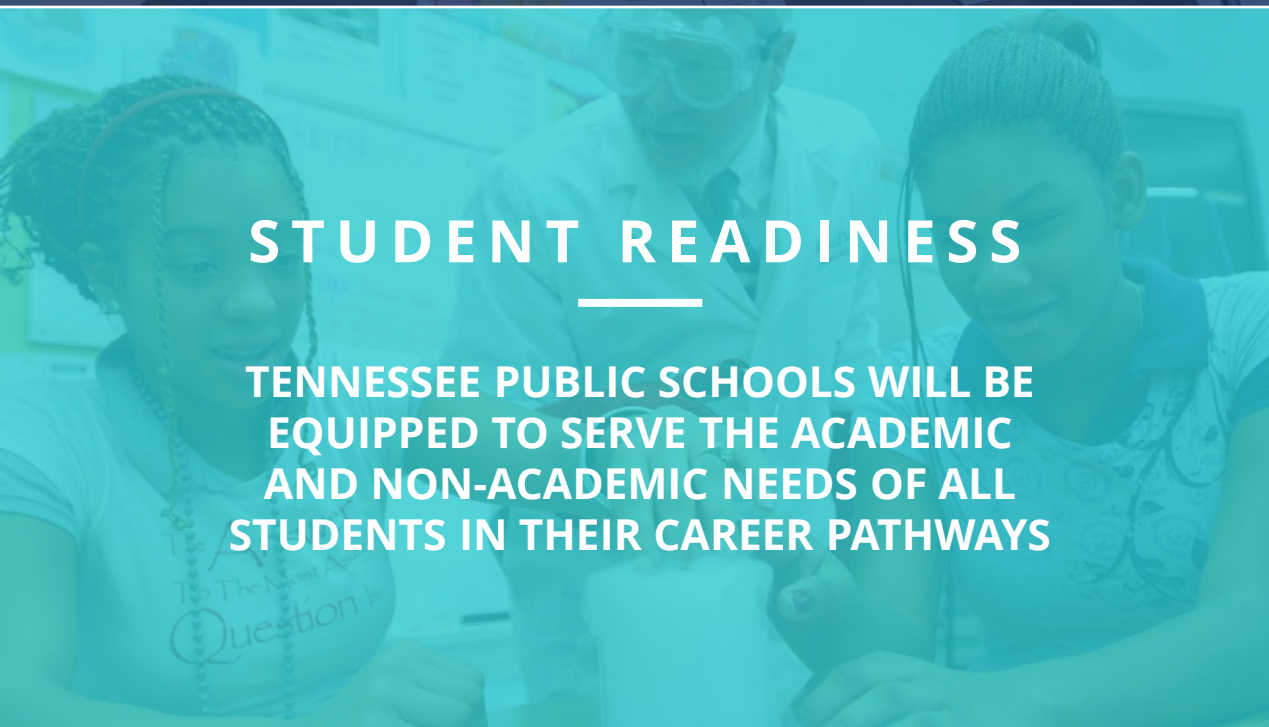
We will set all students on a path to success.



## ACADEMICS

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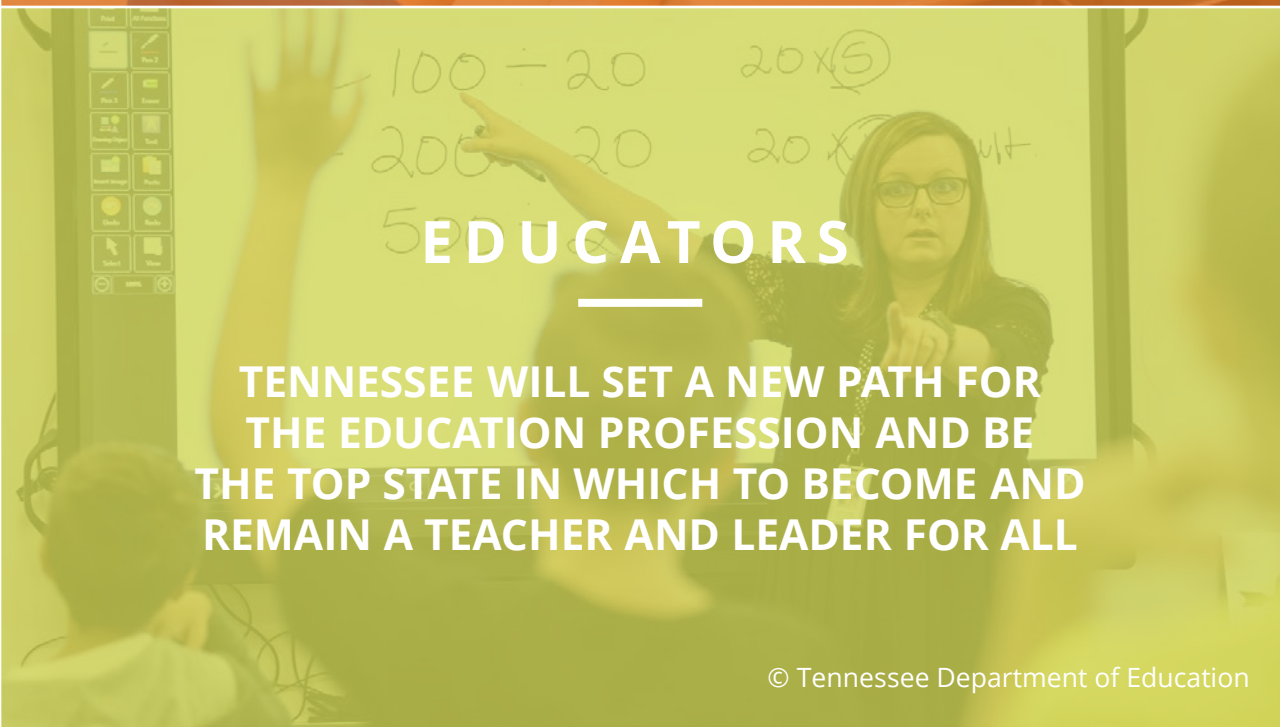
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



## STUDENT READINESS

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



## EDUCATORS

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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 Tennessee 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 Tennessee School Directory submissions
  - Understand **types of changes** and **what changes** to the Tennessee School Directory **are permissible**
  - Familiarize yourself with required **department forms** to submit change requests





TNSD

TENNESSEE SCHOOL DIRECTORY

# About Tennessee School Directory



# Overview

- The Tennessee School Directory (TNSD) 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 TNSD could have unforeseen or unintended consequences
  - Assessment provisioning, accountability results, funding, etc.



# Overview

- The Director of Schools and the authorized [TNSD contact](#) are responsible for understanding **what changes are permissible** and **how changes can 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 TNSD coordinator ([School.Directory@tn.gov](mailto: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](mailto: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](mailto:School.Directory@tn.gov)




# Division of Program & Financial Performance & Evaluation

- The TNSD 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](mailto:School.Directory@tn.gov)
- District seeking authorization will be contacted with a result (authorization/denial/seeking more information)



# Timeline

# 2024 School Directory Change Timeline



September 1,  
2023

The submission window opened for all 2024-25 directory updates, including ones requiring department authorization.

June 3,  
2024

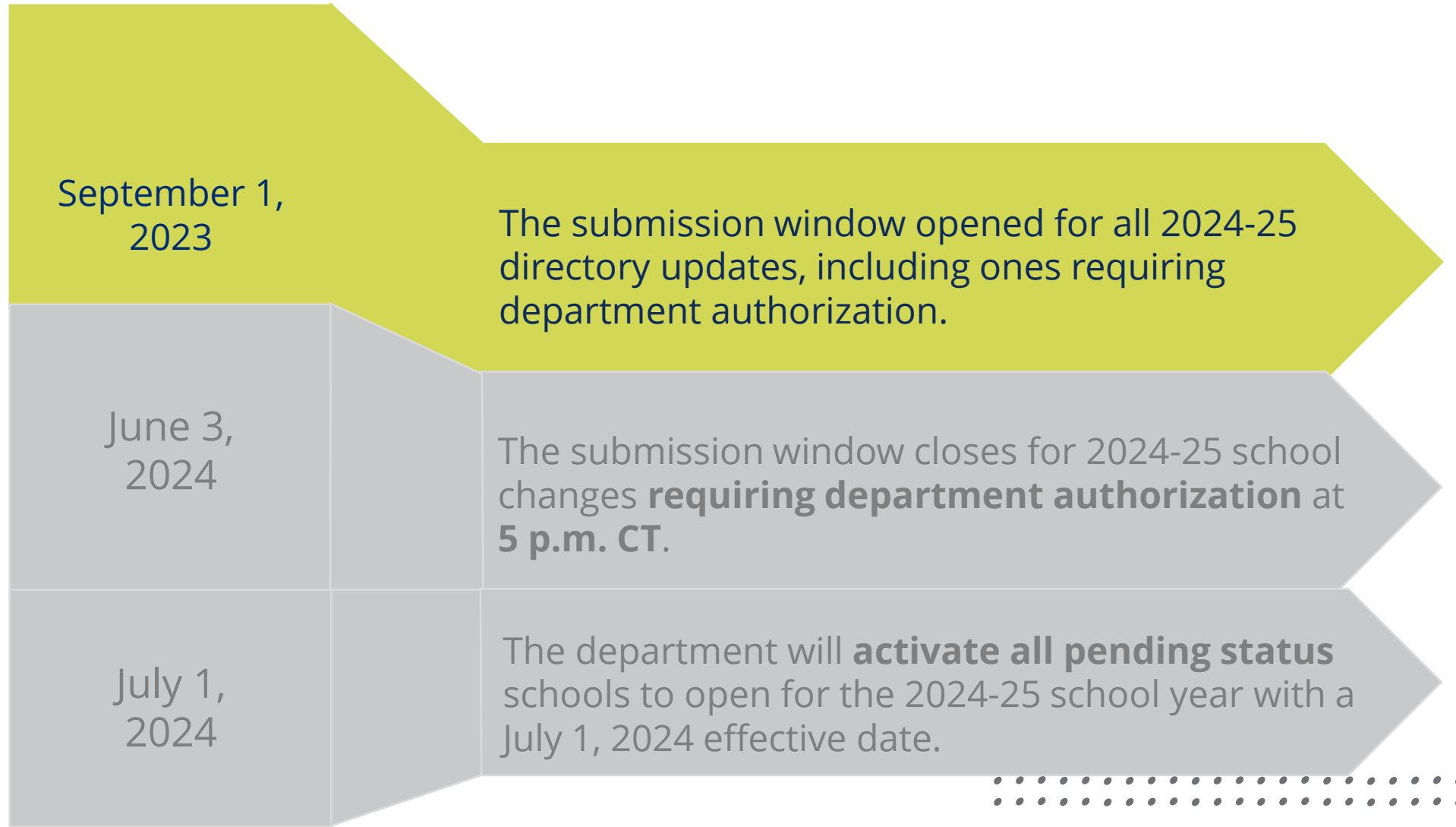
The submission window closes for 2024-25 school changes **requiring department authorization** at **5 p.m. CT.**

July 1,  
2024

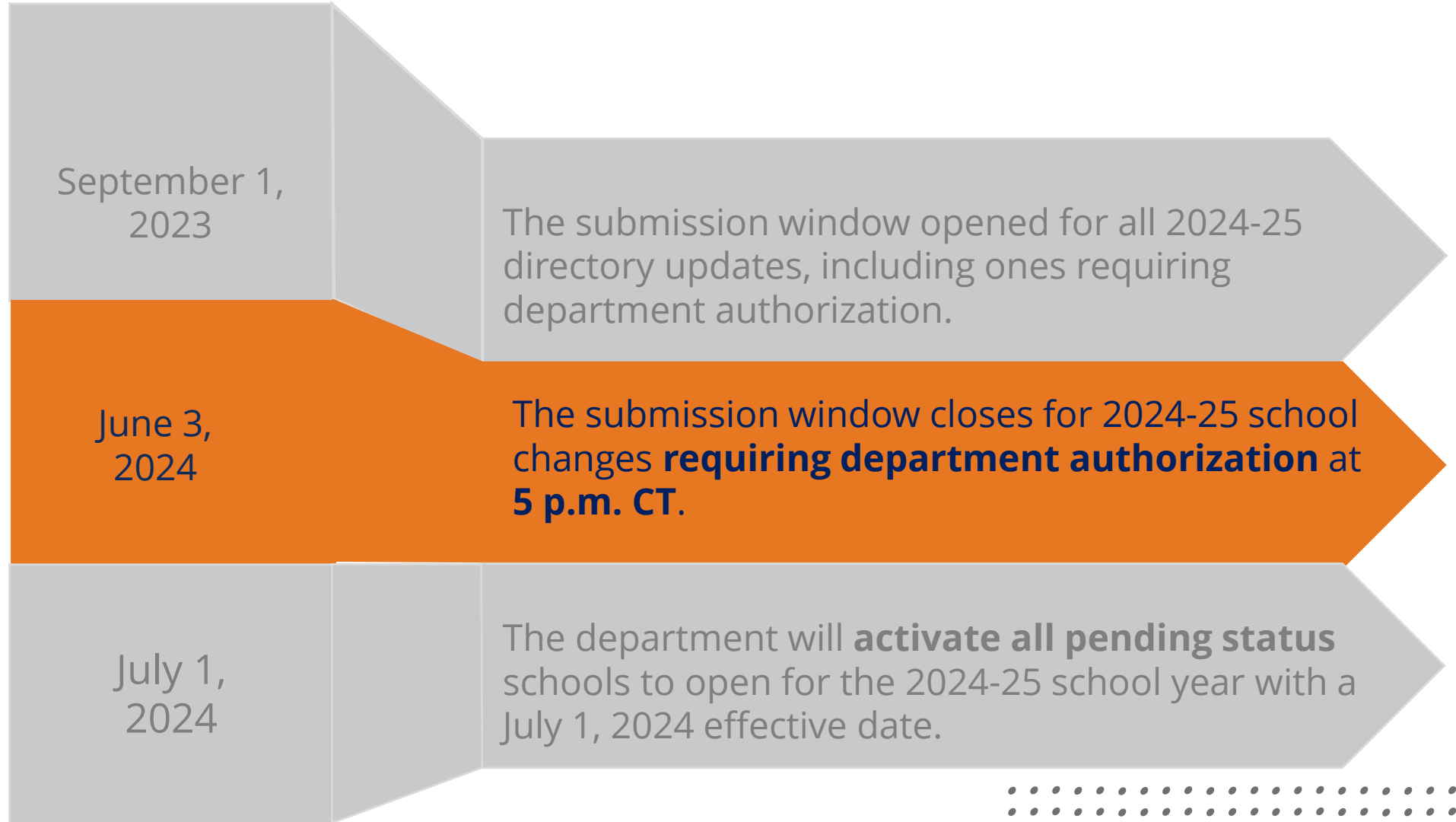
The department will **activate all pending status** schools to open for the 2024-25 school year with a July 1, 2024 effective date.



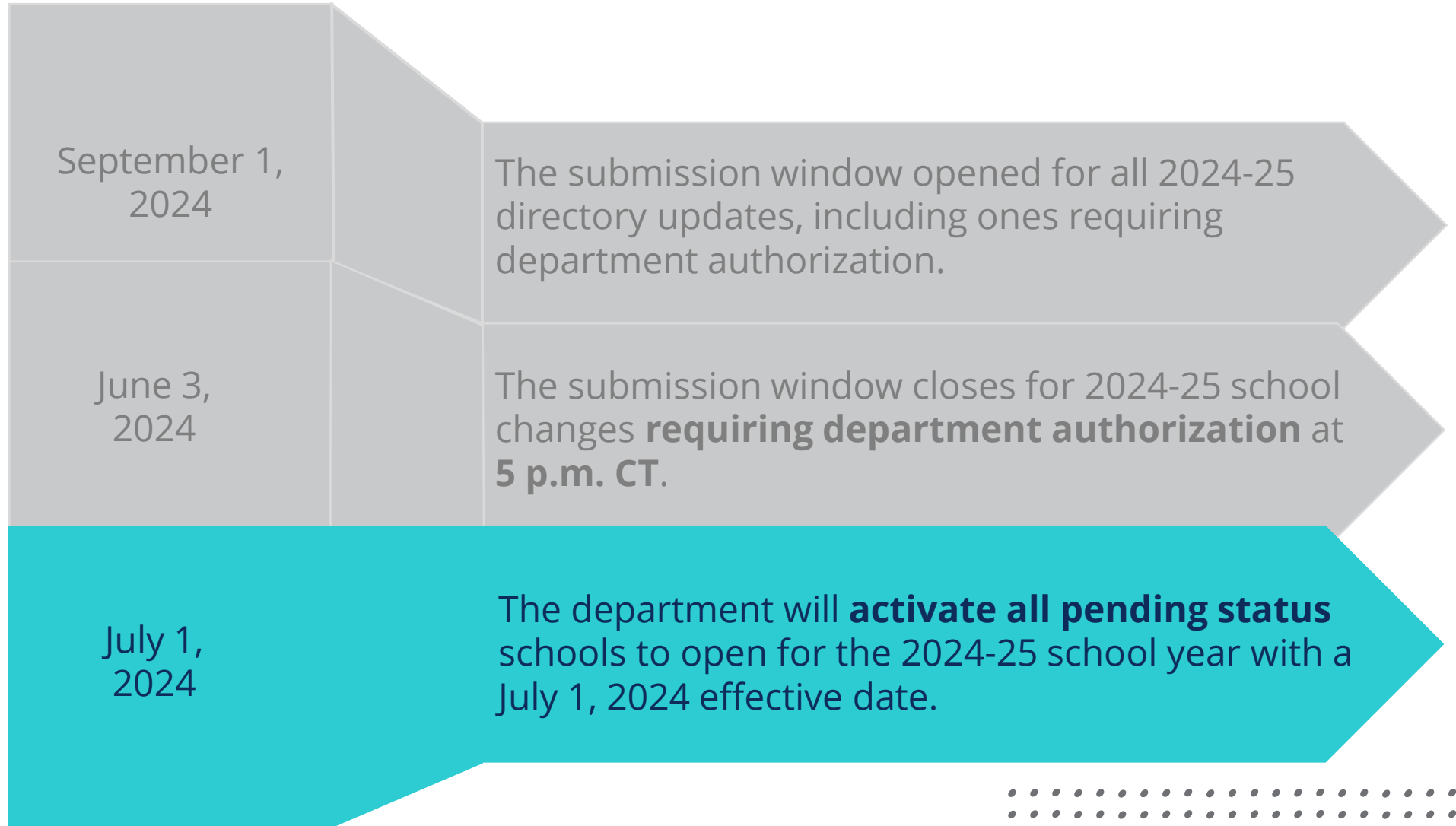
# 2024 School Directory Change Timeline



# 2024 School Directory Change Timeline



# 2024 School Directory Change Timeline



# How to Submit

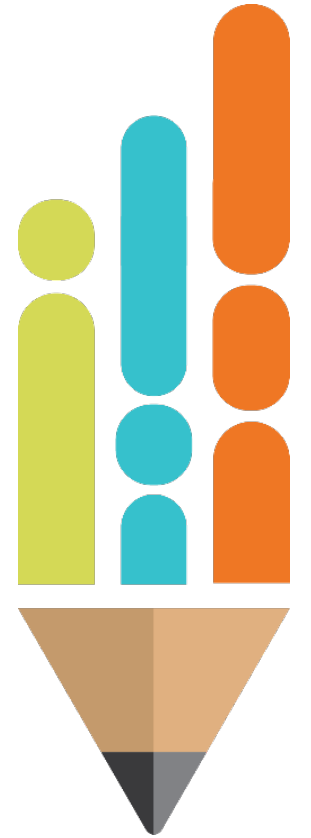


# Submission Process

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

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

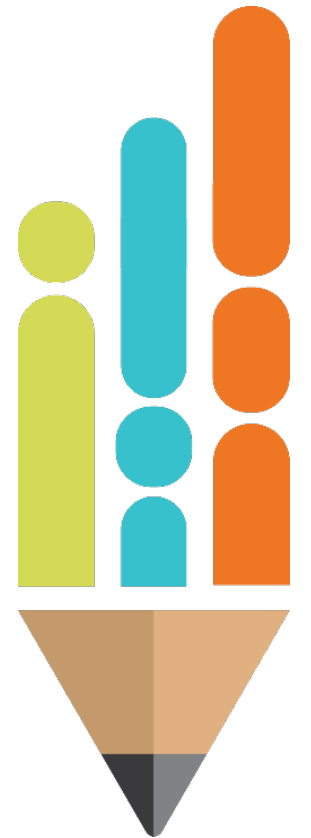
Please consult the [Tennessee School Directory Submission Guidance](#) for more information.



# Submission Process

- All submissions come from either the **district TNSD 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](mailto:School.Directory@tn.gov)

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



# Submission Process

All submissions come from either the authorized **district TNSD 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 3, 2024 by 5 p.m. CT

Department authorization requests are:

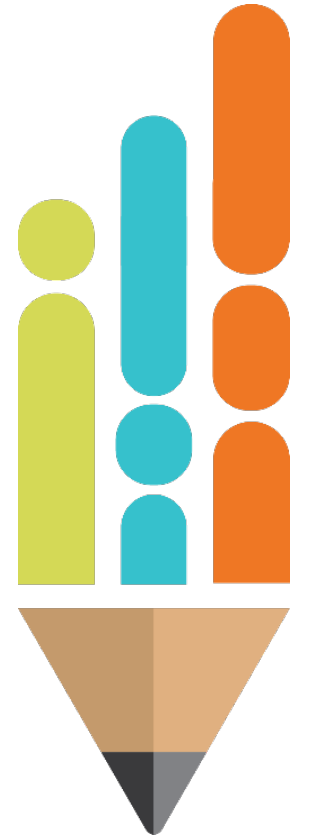
- School name changes
- School/program type changes
- School grade changes
- School openings
- School closings

# Types of Changes Requiring Authorization

# Department Authorization Changes

## School Name Changes

- School name 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

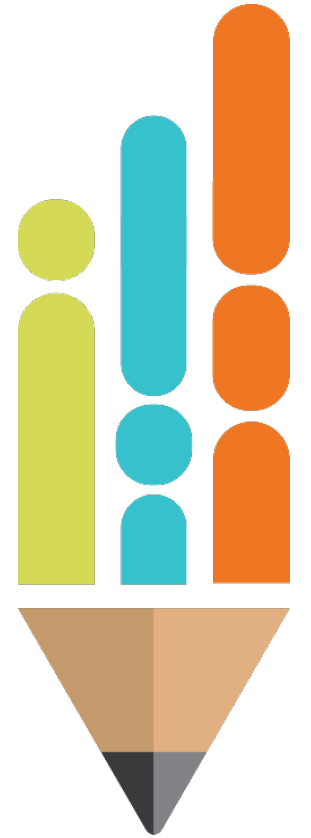
- Schools may only change the grades they serve by **three grades or fewer**
- If a school changes by **more than three grades**, the district would be required to submit a school closure request and a school opening request
  - For example, a K-2 school changing to a K-8 school would add grades 3, 4, 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" with a July 1<sup>st</sup> effective date for 2024-2025

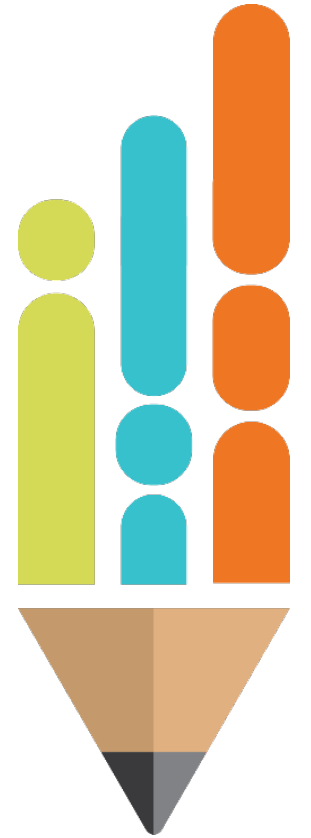




# Department Authorization Changes

## 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 3, 2024 5 p.m. CT
School, instructional, or program type changes	✓	
School grade changes	✓	
School openings	✓	
School closings	✓	
District and school contact changes <ul style="list-style-type: none"> <li>• District/school leader name</li> <li>• Email address</li> <li>• Website</li> <li>• Physical address/ mailing address</li> <li>• Phone number</li> </ul>		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](#)





# Thank You!

Thank you for your partnership!

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

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