



South Dakota Educational Directory

User Guide

South Dakota Department of Education
Division of Data and Research – Office of Data Management

EDUCATIONAL DIRECTORY USER GUIDE

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Section I – General Overview

Purpose

DE52 – Educational Directory is a state data collection system developed as a tool to support the required annual collection of district and school contact information for every South Dakota accredited school district and applicable approved programs.

This data submission must be reviewed and finalized, even if there are no changes that need to be made. Please review and update all contact information (address, phone and fax numbers, and email addresses.)

Educational Directory Collection

All deadlines are identified as the close of business (5:00 pm MT) of the date of the deadline.

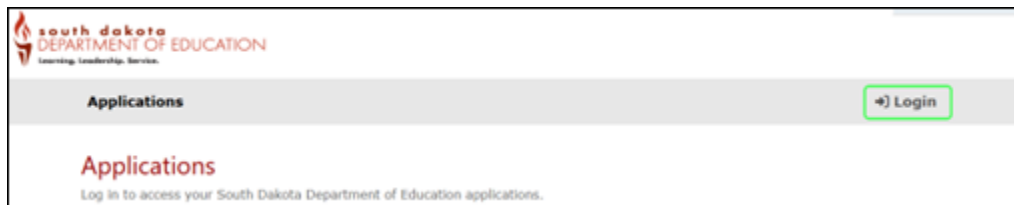
General Timeline

- Annual Educational Directory Collection
 - Opens: August 1st, or the following business day
 - Closes: September 1st, or the following business day
- Available throughout the year to make any updates to the district and school contacts as necessary.

IMPORTANT: Please make sure the people who are doing the work are the people who are listed for each contact. If the correct contacts are not provided to the DOE, you may miss out on important communications!

Section II – K12 Dashboard

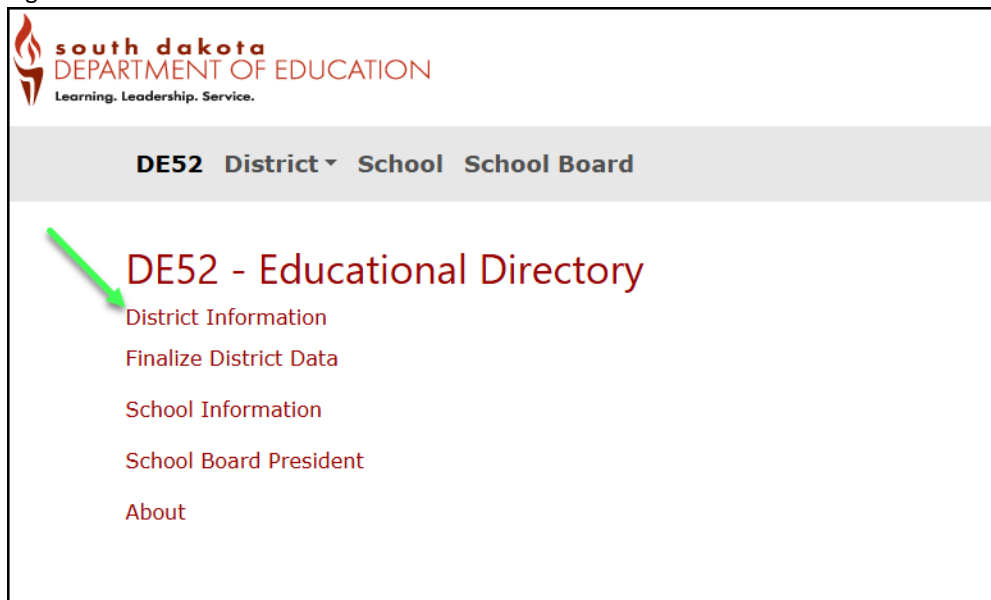
1. Navigate to <https://doeapps.k12.sd.us>
2. Applications – Click “Login” upper right-hand corner



3. Enter your work email address (example: john.smith@k12.sd.us)
4. Enter the password associated to your work account and click “Sign In”.
5. Click “DE52 – ED Directory” from the applications list.

Section III - District Updates

1. After logging into the DE52 – Educational Directory, click on “District Information”. (see Fig. 1)
Figure 1



- Starting on the left side of the screen, select “Edit District Details”. (see Fig. 2) Make necessary updates.

Figure 2 – Edit District


K12 Test District

District Details

Mailing Address	800 N Washington Ave
Mailing City	Madison
Mailing Zip Code	57042

Physical Address	800 N Washington Ave
Physical City	Madison
Physical Zip Code	57042

Web Address	http://k12.sd.us
Verified	Yes

 Edit district details

[Return to the list of school districts.](#)

- Check the Verified box. **This step is REQUIRED, or an error will be received at the end of the verification process.** (see Fig. 3)

Figure 3 – Verified check box and then Save.

K12 Test District

Mailing Address	800 N Washington Ave
Mailing City	Madison
Mailing Zip Code	57042

Physical Address	800 N Washington Ave
Physical City	Madison
Physical Zip Code	57042

Web Address	http://k12.sd.us
Verified	<input checked="" type="checkbox"/>

Save changes

× Cancel
















4. Update Contacts.

- To update all **required** contacts (indicated by checkmark), click “View”. (see Fig. 4)
- Review contact information. If it needs to be changed to a new contact, click “Edit this contact”, and make updates. (see Fig. 5)
- “Remove this contact” will delete all info. If it is a required contact, a contact name does need to be listed, or an error will be generated.
- After reviewed and updated, check the “Verified” box and Save changes. (see Fig. 6)

Figure 4 – Update Contacts

Contacts

Search:

Title	Required	Verified	
504 Director	✓		 View
Alternative Instruction (Home School) Contact	✓		 View
Assessment Coordinator	✓		 View
Assistant Superintendent			 View
Business Official	✓		 View
Course Code Contact	✓		 View
Curriculum Director	✓		 View
District Registrar	✓		 View
Dual Credit Contact	✓		 View
Educational Directory Contact	✓		 View
ELL/Title III Contact	✓		 View
Food Service Director	✓		 View
Foster Care Contact	✓		 View
Lead District Counselor/Student Advisor	✓		 View
Main Infinite Campus/Student Data Contact	✓		 View

Showing 1 to 15 of 30 entries

Figure 5 - Edit

K12 Test District
504 Director

[+ Add a new contact](#)

First Name: Jane

Last Name: Smart

Phone Number: (605) 121-2222

Fax Number: (605) 121-2223

Email Address: jane.smart@K12.sd.us

Verified: No

[Edit this contact](#) [Remove this contact](#)

[Return to the district information.](#)

Figure 6 – Verify & Save

K12 Test District
504 Director

First Name:

Last Name:

Phone Number:

Fax Number:

Email Address:

Verified: ☒

[Save changes](#) [Cancel](#)

5. Adding Additional Contacts. (see Fig. 7-8)
 - a. If you have an additional contact that should also receive DOE messaging, click the “+Add a new contact”. This contact will not show on the SD DOE ED Directory, but they will receive all messages that are directed to a specific title.
 - b. Add the contact’s name and information.
 - c. Check the “Verified” box. **This step is REQUIRED, or an error will be received at the end of the verification process.**
 - d. Save Changes.

Figure 7 – Additional Contacts

K12 Test District
504 Director

[+ Add a new contact](#)

First Name: Jane
Last Name: Smart
Phone Number: (605) 121-2222
Fax Number: (605) 121-2223
Email Address: jane.doe@K12.sd.us
Verified: No

[Edit this contact](#) [Remove this contact](#)

[Return to the district information.](#)

Figure 8 - Add info, verify and save changes

K12 Test District
504 Director

First Name: Jordan
Last Name: Brown
Phone Number: (605) 121-2222
Fax Number: (605) 121-2223
Email Address: jordan.brown@k12.sd.us
Verified: ☒

[Save changes](#) [Cancel](#)

6. After saving, you will see all contacts for that specific title. (see Fig. 9)
7. If contacts are correct, click “Return to district information”. (see Fig. 9)

Figure 9 – All contacts & Return to District Info

K12 Test District

504 Director

+ Add a new contact

First Name	Jane
Last Name	Smart
Phone Number	(605) 121-2222
Fax Number	(605) 121-2223
Email Address	jane.smart@K12.sd.us
Verified	Yes

Edit this contact

First Name	Jordan
Last Name	Brown
Phone Number	(605) 121-2222
Fax Number	(605) 121-2223
Email Address	jordan.brown@K12.sd.us
Verified	Yes

Edit this contact

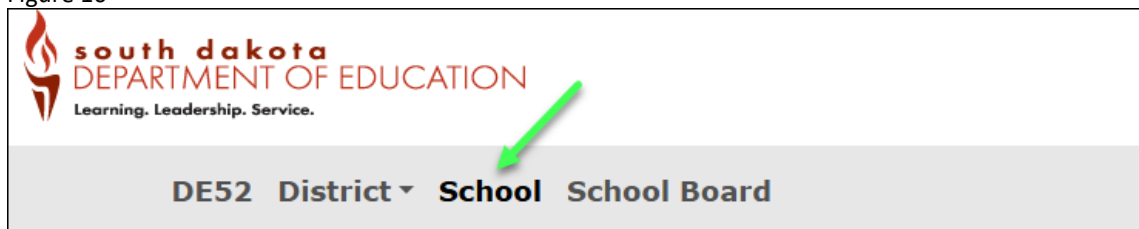
Remove this contact

Return to the district information.

Section IV - School Updates

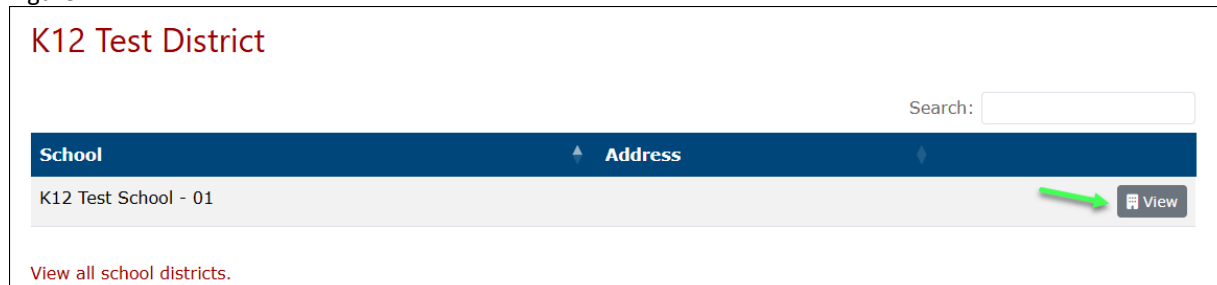
1. After all the District Contacts are updated, click on “School” in the banner. (see Fig. 10)

Figure 10




2. All schools in the district will be listed. **Each school will need to be reviewed.** Click “View” to see individual school details. (see Fig. 11)

Figure 11



K12 Test District

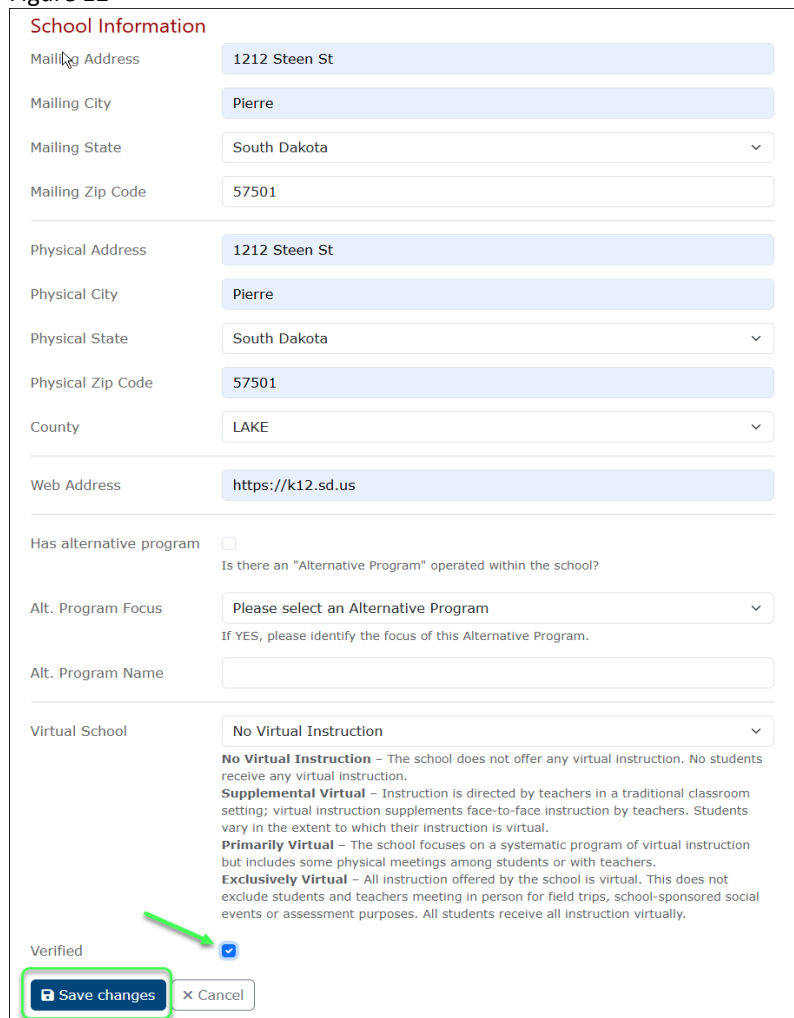
Search:

School	Address
K12 Test School - 01	

[View all school districts.](#)

3. Review School Information and update if required.
4. Check the “Verified” box. **This step is REQUIRED, or an error will be received at the end of the verification process.**
5. Click the “Save Changes”.

Figure 12



School Information

Mailing Address:

Mailing City:

Mailing State:

Mailing Zip Code:

Physical Address:

Physical City:

Physical State:

Physical Zip Code:

County:

Web Address:

Has alternative program ☐ Is there an "Alternative Program" operated within the school?

Alt. Program Focus:

If YES, please identify the focus of this Alternative Program.

Alt. Program Name:

Virtual School:

No Virtual Instruction – The school does not offer any virtual instruction. No students receive any virtual instruction.

Supplemental Virtual – Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual.

Primarily Virtual – The school focuses on a systematic program of virtual instruction but includes some physical meetings among students or with teachers.

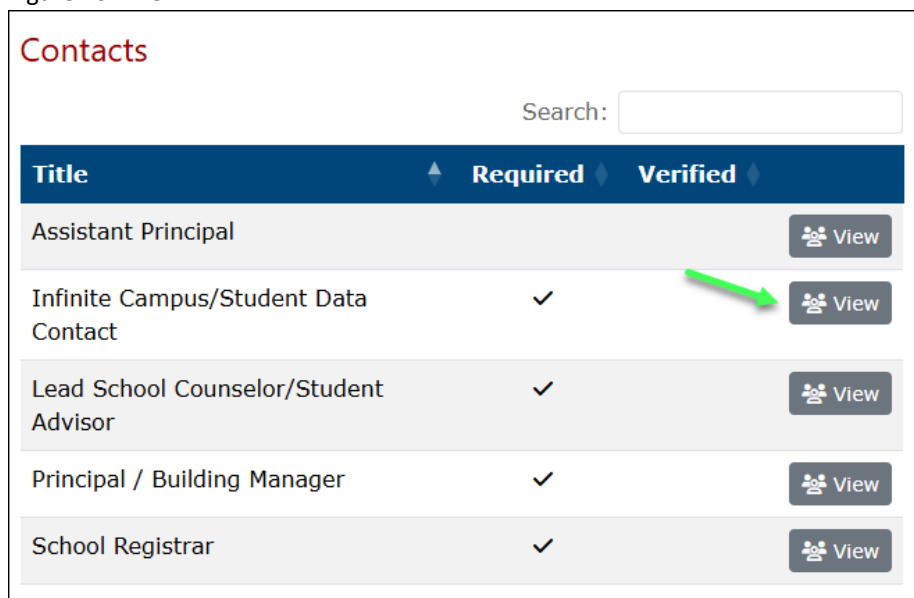
Exclusively Virtual – All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.

Verified ☒

6. Update School Contacts

- To update all **required** contacts (indicated by checkmark), click “View”. (see Fig. 10)
- Review contact information. If it needs to be changed to a new contact, click “Edit this contact”, and update. (see Fig. 11)
- “Remove this contact” will delete all info. If it is a required contact, a name will need to be listed, or an error will be generated.
- After reviewed and updated, check the “Verified” box. **This step is REQUIRED, or an error will be received at the end of the verification process.** (see Fig. 12)
- “Save changes”. (see Fig. 12)

Figure 10 - View








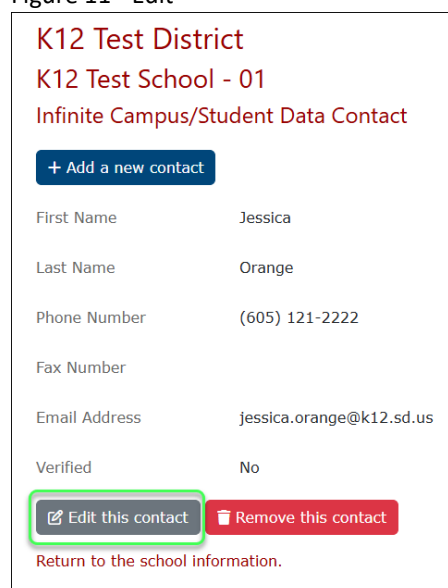
Title	Required	Verified	
Assistant Principal			 View
Infinite Campus/Student Data Contact	✓		 View
Lead School Counselor/Student Advisor	✓		 View
Principal / Building Manager	✓		 View
School Registrar	✓		 View

Figure 11 - Edit



K12 Test District
K12 Test School - 01
Infinite Campus/Student Data Contact

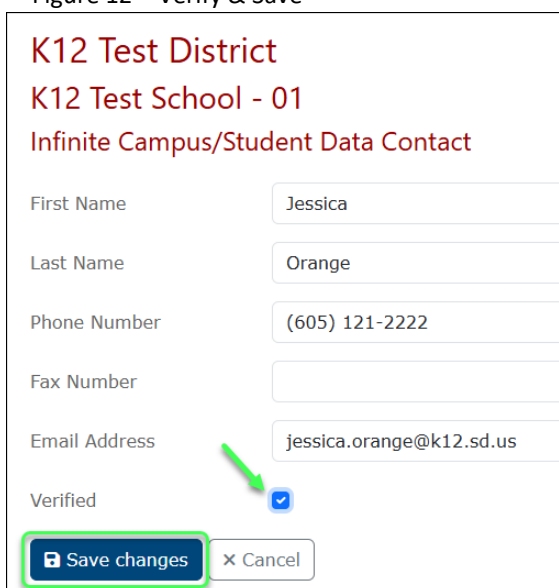
[+ Add a new contact](#)

First Name: Jessica
Last Name: Orange
Phone Number: (605) 121-2222
Fax Number:
Email Address: jessica.orange@k12.sd.us
Verified: No

[Edit this contact](#) [Remove this contact](#)

[Return to the school information.](#)

Figure 12 – Verify & Save



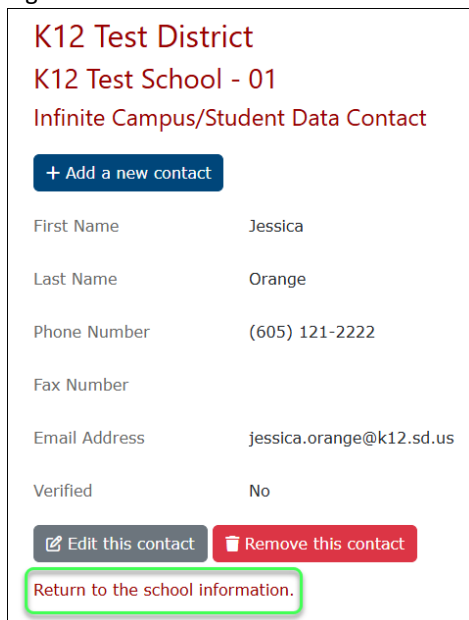
K12 Test District
K12 Test School - 01
Infinite Campus/Student Data Contact

First Name: Jessica
Last Name: Orange
Phone Number: (605) 121-2222
Fax Number:
Email Address: jessica.orange@k12.sd.us
Verified: ☒

[Save changes](#) [Cancel](#)

- f. Click “Return to the School Information” to return to main school page. (see Fig. 13)

Figure 13 – Return to School Info



K12 Test District
K12 Test School - 01
Infinite Campus/Student Data Contact

[+ Add a new contact](#)

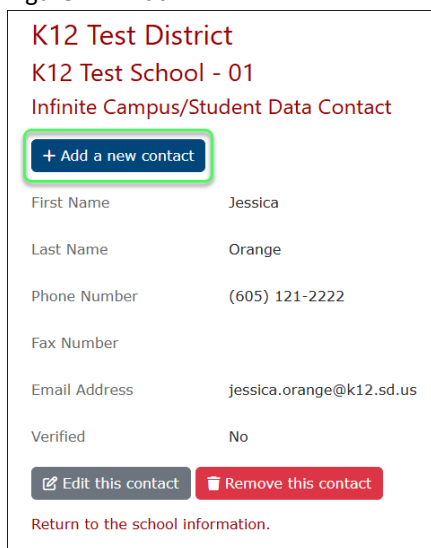
First Name: Jessica
Last Name: Orange
Phone Number: (605) 121-2222
Fax Number:
Email Address: jessica.orange@k12.sd.us
Verified: No

[Edit this contact](#) [Remove this contact](#)

[Return to the school information.](#)

7. Additional Contacts (see Fig. 14 & 15)
- If you have an additional contact that should also receive DOE messaging, click the “+Add a new contact”. This contact will not be visible on the SD DOE ED Directory web page, but they will receive all messages that are directed to the specific type of contact.
 - Check the “Verified” box. **This step is REQUIRED, or an error will be received at the end of the verification process.**
 - Save changes.

Figure 14 - Add



K12 Test District
K12 Test School - 01
Infinite Campus/Student Data Contact

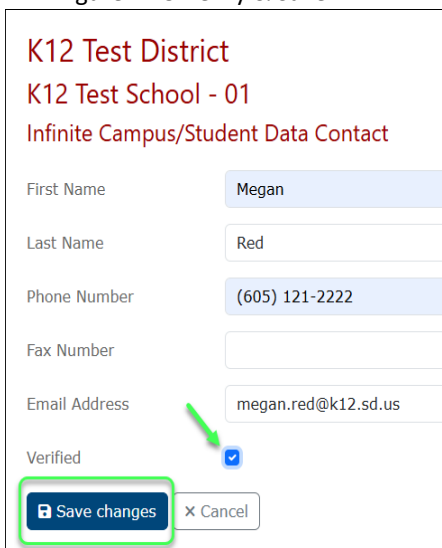
[+ Add a new contact](#)

First Name: Jessica
Last Name: Orange
Phone Number: (605) 121-2222
Fax Number:
Email Address: jessica.orange@k12.sd.us
Verified: No

[Edit this contact](#) [Remove this contact](#)

[Return to the school information.](#)

Figure – 15 Verify & Save



K12 Test District
K12 Test School - 01
Infinite Campus/Student Data Contact

First Name: Megan
Last Name: Red
Phone Number: (605) 121-2222
Fax Number:
Email Address: megan.red@k12.sd.us
Verified: ☒

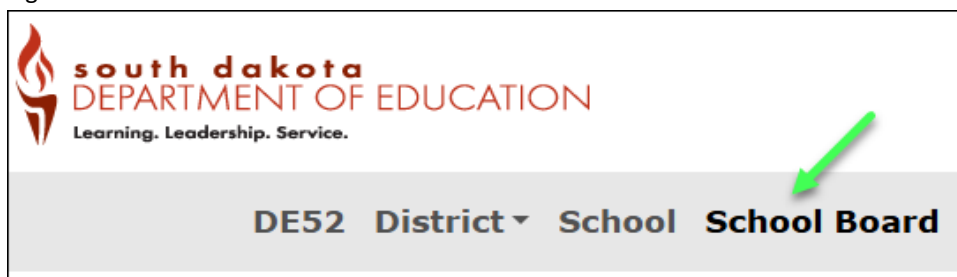
[Save changes](#) [Cancel](#)

Section V – School Board President

****School Board President is only required for Accredited Schools.**

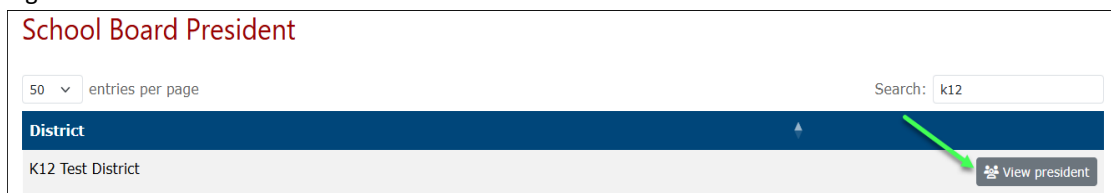
1. After all the School Contacts are updated, click on “School Board” in the banner. (see Fig. 16)

Figure 16




2. Click “View President”. (see Fig.17)

Figure 17



3. Click “Edit Information”. The current School Board President may be blank or needs to be updated. (see Fig. 18 & 19)
 - a. Update or add School Board President for current school year.
 - b. Check the “Verified” box. **This step is REQUIRED, or an error will be received at the end of the verification process.**
 - c. Save changes.

Figure 18 – Edit info



The image shows the "School Board President - K12 Test District" edit form. It contains the following fields:

First Name	Jessica
Last Name	Orange
Phone Number	(605) 121-2222
Email Address	jessica.orange@k12.sd.us
Mailing Address	1212 Steen St
Mailing City	Pierre
Mailing State	SD
Mailing Zip Code	57501
Verified	<input checked="" type="checkbox"/> Yes

A green arrow points to the "Verified" checkbox. Below the form is an "Edit Information" button and a link that says "View all school districts."

Figure 19 – Verify & Save

School Board President - K12 Test District

First Name	Jack
Last Name	Black
Phone Number	(605) 121-2222
Email Address	jackblack@yahoo.com
Mailing Address	1212 Steen St
Mailing City	Pierre
Mailing State	South Dakota
Mailing Zip Code	57501
Verified	<input checked="" type="checkbox"/>

Save changes

Cancel

Section VI – Finalizing Educational Directory

The last step of the Educational Directory updates requires districts to finalize.

1. Click on “DE52” in the banner. (see Fig. 20)
2. Click “Finalize District Data”. (see Fig. 21)

Figure 20

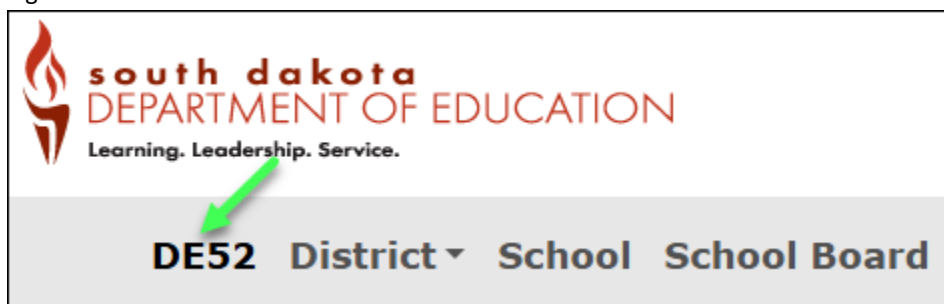
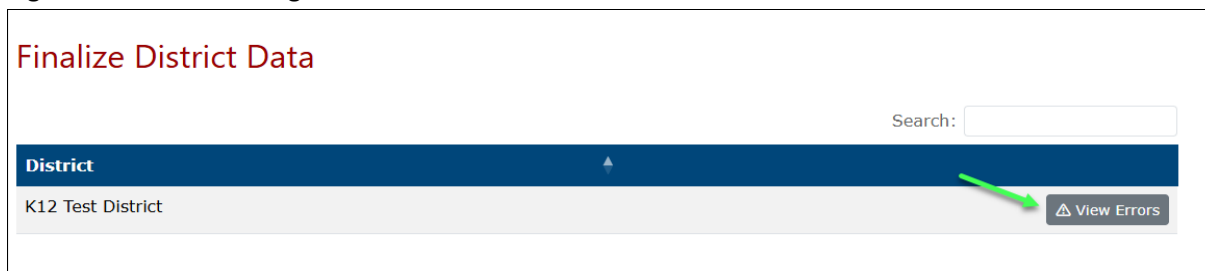


Figure 21 – Finalizing



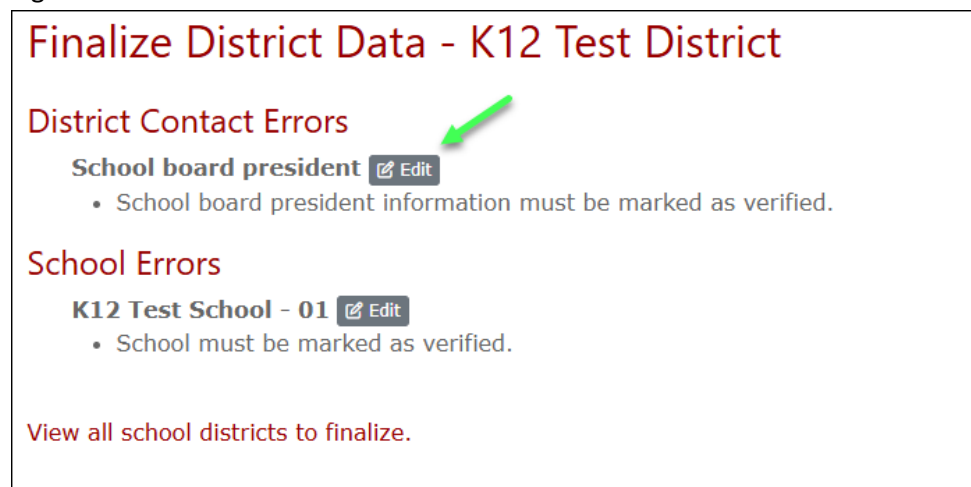
3. If a section was missed during validation, an error message will appear after clicking the “Finalize District Data”.
4. Click the “View Errors” button. (see Fig. 22)

Figure 22 – Error message



5. The errors will be displayed. (see Fig. 23)
6. Click the “Edit” button to correct the error(s).

Figure 23



7. After all errors are fixed, repeat finalizing steps. Click on DE52. (see Fig. 24)
8. Click “Finalize District Data”. (see Fig. 25)

Figure 24

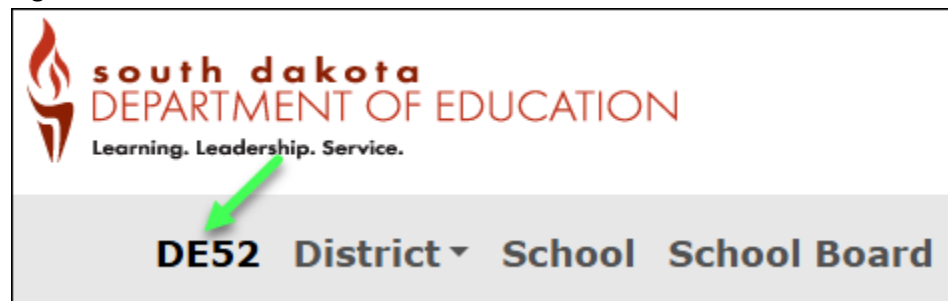
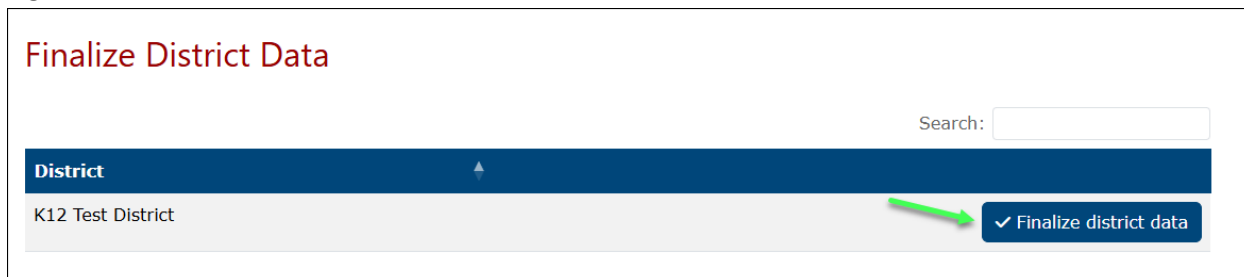


Figure 25



9. Click “Finalize District Data”. (see Fig. 26)
10. Successful finalization of data is shown in Figure 27 – Finalize District Data – The districts you have been assigned to have been finalized.

Figure 26



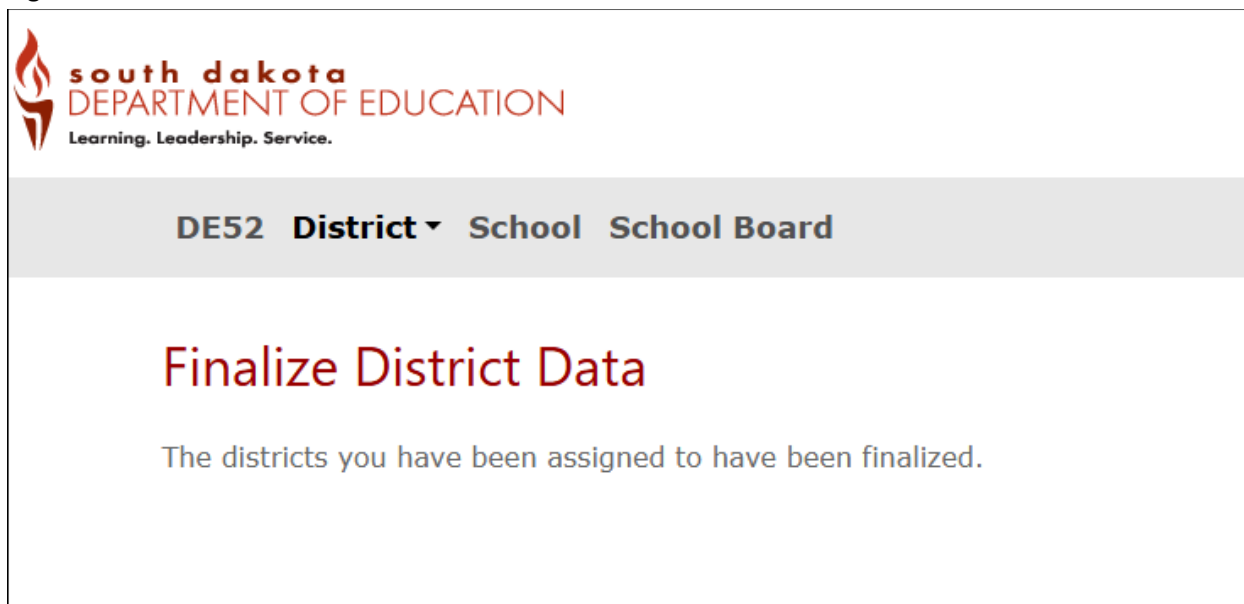
Finalize District Data


Search:

District
K12 Test District

Finalize district data

Figure 27



 **south dakota**
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

DE52 District > School School Board

Finalize District Data

The districts you have been assigned to have been finalized.

Questions – email DOE Data Management DOEDataMgmt@state.sd.us