



South Dakota Educational Directory

User Guide

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

EDUCATIONAL DIRECTORY USER GUIDE

Contents

Section I – General Overview	2
Purpose	2
Educational Directory Collection	2
Section II – K12 Dashboard	3
Section III - District Updates	3
Section IV - School Updates	7
Section V – School Board President	11
Section VI – Finalizing Educational Directory	13

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.

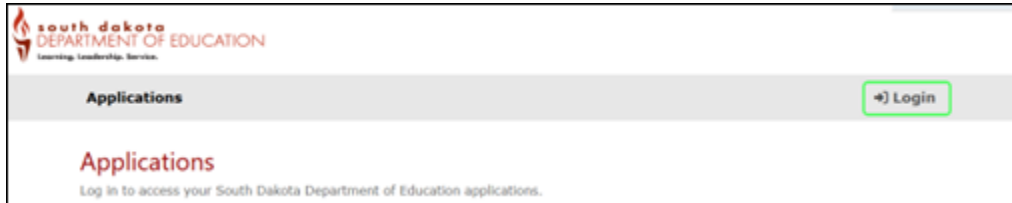
General Timeline

- 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

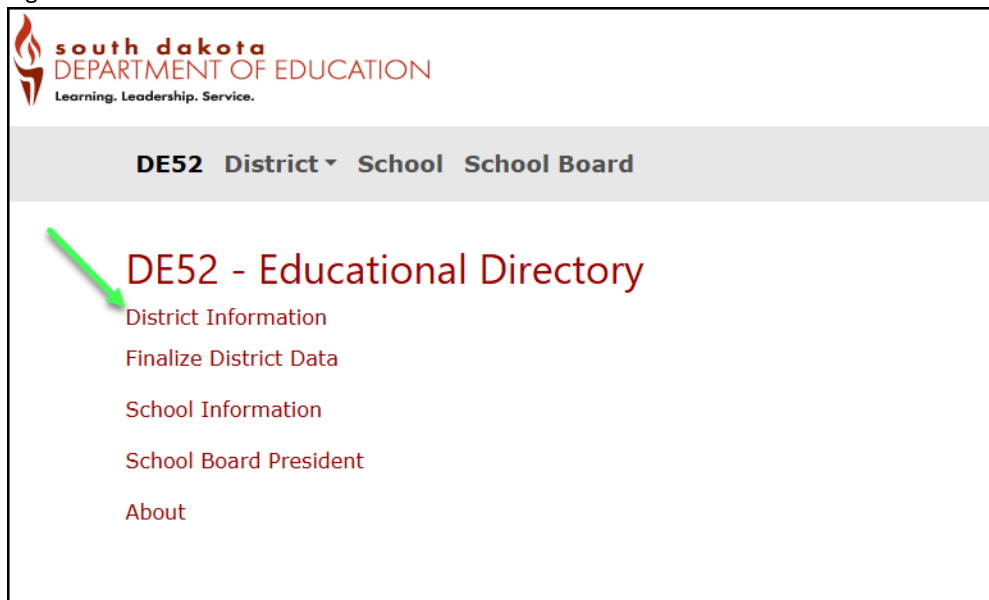
1. Navigate to <https://doeapps.k12.sd.us>
2. Applications – Click “Login” upper right-hand corner



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.

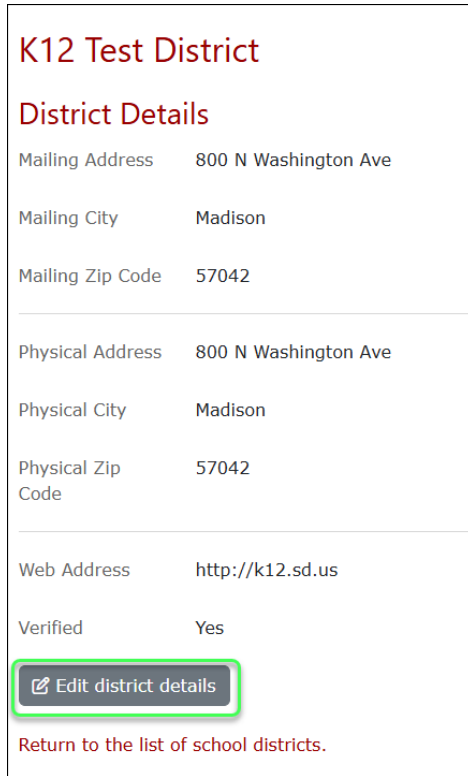
Section III - District Updates

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



2. 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

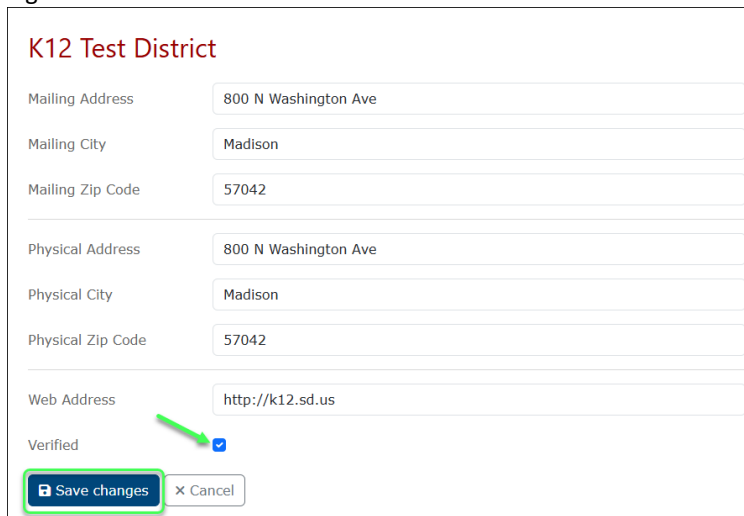
Web Address	http://k12.sd.us
Verified	Yes

[✎ Edit district details](#)

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

3. 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

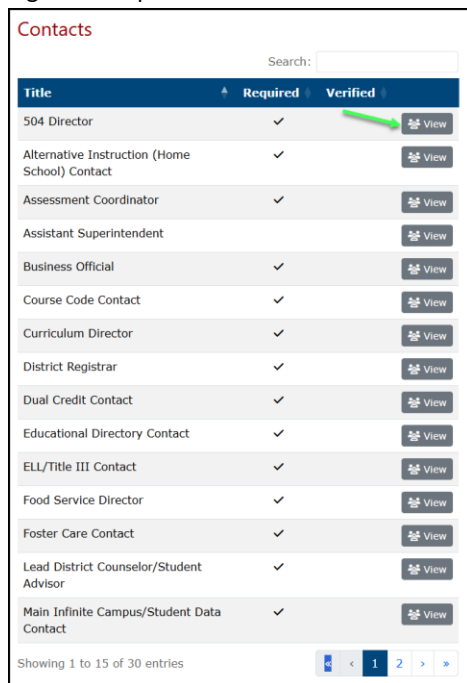
Web Address	http://k12.sd.us
Verified	<input checked="" type="checkbox"/>

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

4. Update Contacts.

- a. To update all **required** contacts (indicated by checkmark), click “View”. (see Fig. 4)
- b. Review contact information. If it needs to be changed to a new contact, click “Edit this contact”, and make updates. (see Fig. 5)
- c. “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.
- d. After reviewed and updated, check the “Verified” box and Save changes. (see Fig. 6)

Figure 4 – Update Contacts


















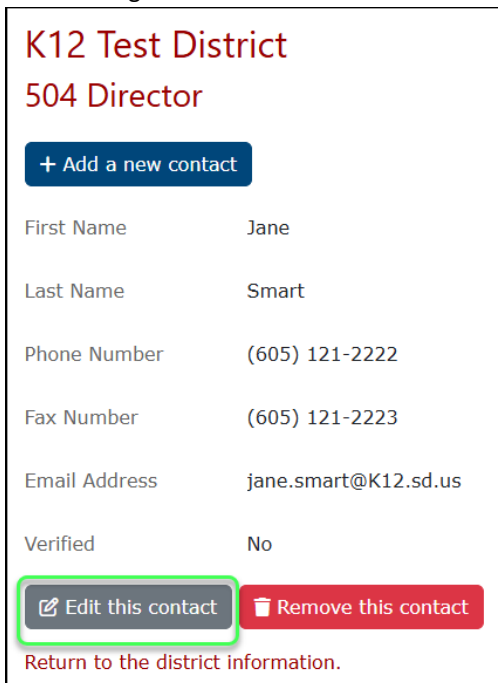
Title	Required	Verified	
504 Director	✓		
Alternative Instruction (Home School) Contact	✓		
Assessment Coordinator	✓		
Assistant Superintendent			
Business Official	✓		
Course Code Contact	✓		
Curriculum Director	✓		
District Registrar	✓		
Dual Credit Contact	✓		
Educational Directory Contact	✓		
ELL/Title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

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

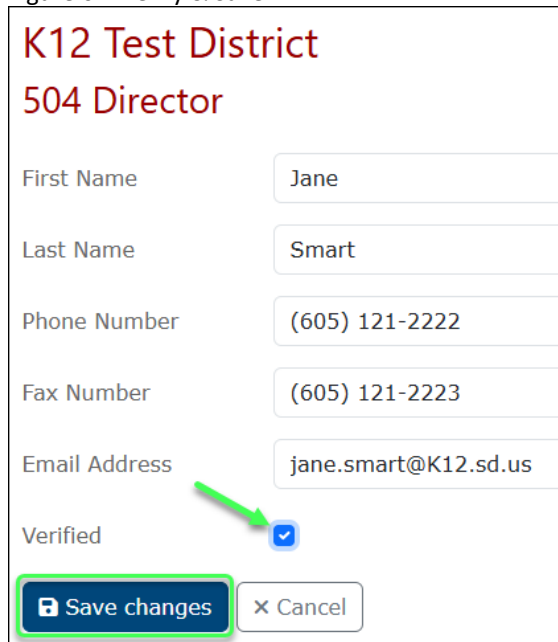
Email Address: jane.smart@K12.sd.us

Verified: No

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

[Return to the district information.](#)

Figure 6 – Verify & Save



K12 Test District
504 Director

First Name: Jane

Last Name: Smart

Phone Number: (605) 121-2222

Fax Number: (605) 121-2223

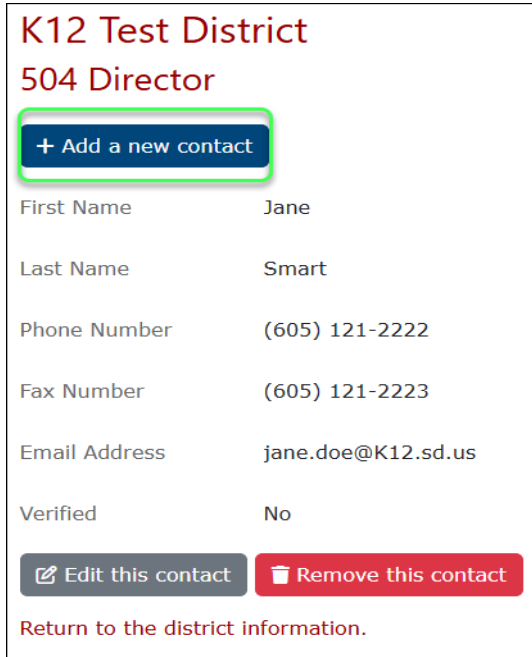
Email Address: jane.smart@K12.sd.us

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

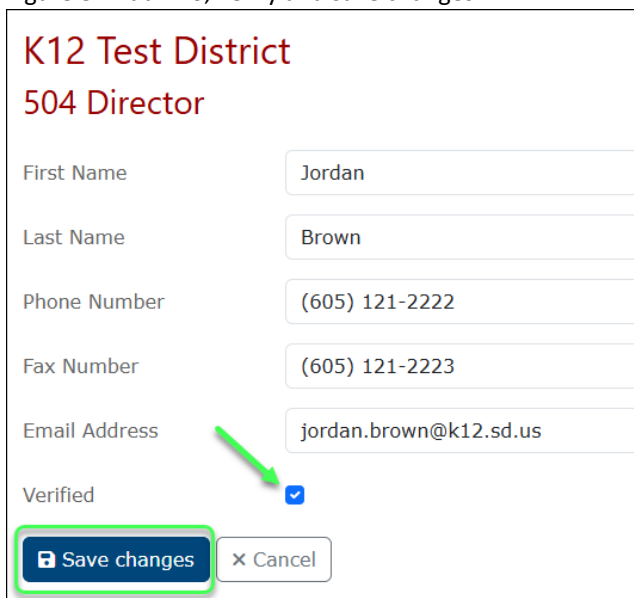
[+ Add a new contact](#)

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	<input type="text" value="Jordan"/>
Last Name	<input type="text" value="Brown"/>
Phone Number	<input type="text" value="(605) 121-2222"/>
Fax Number	<input type="text" value="(605) 121-2223"/>
Email Address	<input type="text" value="jordan.brown@k12.sd.us"/>
Verified	<input checked="" type="checkbox"/>

[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

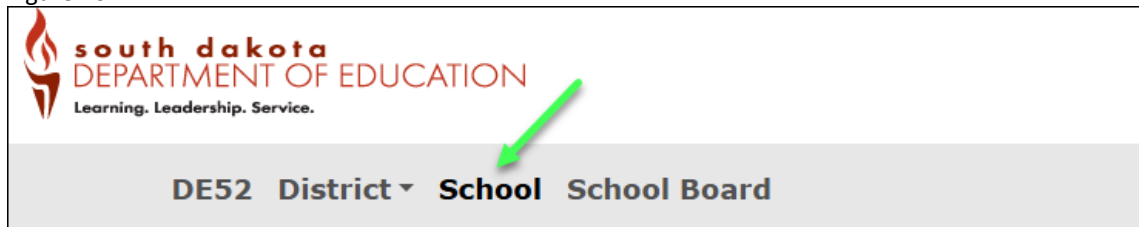
✎ Edit this contact
🗑 Remove this contact

[Return to the district information.](#)

Section IV - School Updates

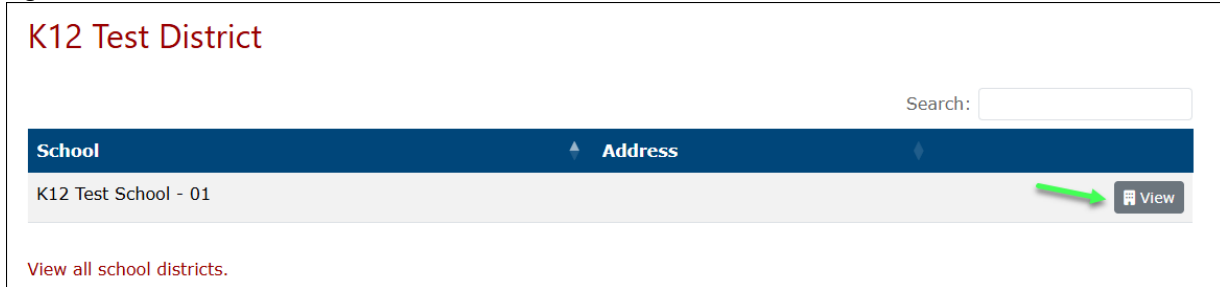
1. After all the District Contacts are updated, click on “School” in the banner. (see Fig. 10)

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

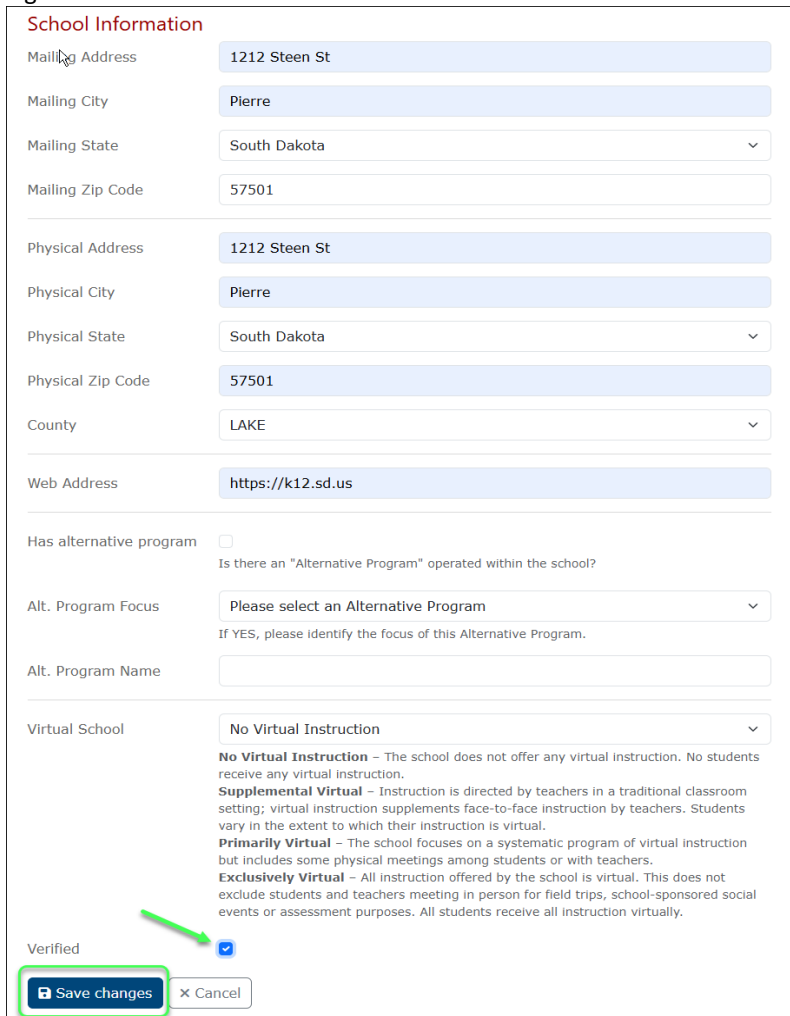
Search:

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: 1212 Steen St

Mailing City: Pierre

Mailing State: South Dakota

Mailing Zip Code: 57501

Physical Address: 1212 Steen St

Physical City: Pierre

Physical State: South Dakota

Physical Zip Code: 57501

County: LAKE

Web Address: https://k12.sd.us

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

Alt. Program Focus: Please select an Alternative Program

Alt. Program Name:

Virtual School: No Virtual Instruction

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.

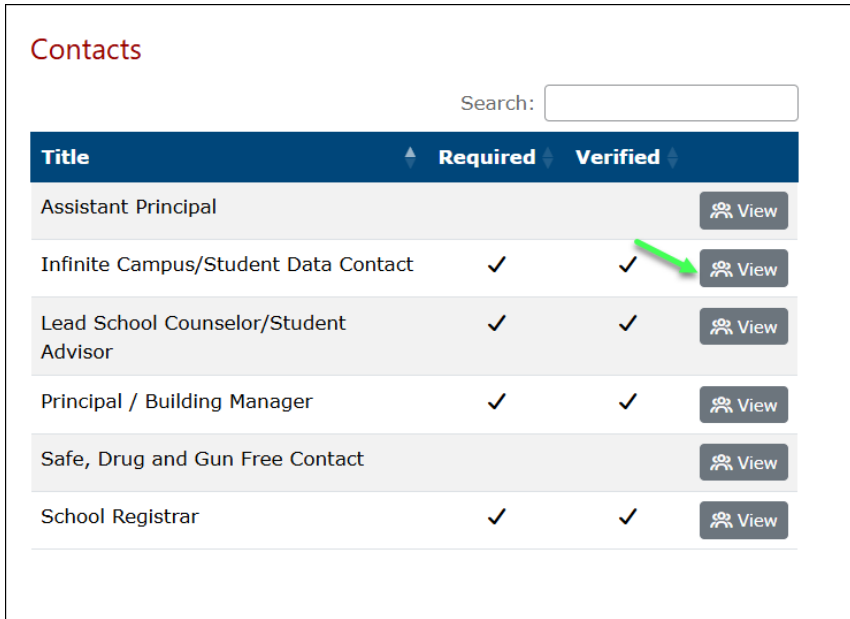
Verified

Save changes × Cancel

6. Update School Contacts

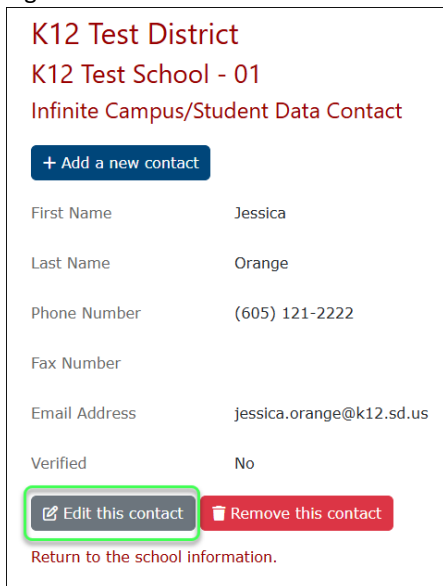
- To update all **required** contacts (indicated by checkmark), click “View”. (see Fig. 10)
- Review contact information. If it needs to be changed to a new contact, click “Edit this contact”, and update. (see Fig. 11)
- “Remove this contact” will delete all info. If it is a required contact, a name 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	View
Assistant Principal			View
Infinite Campus/Student Data Contact	✓	✓	View
Lead School Counselor/Student Advisor	✓	✓	View
Principal / Building Manager	✓	✓	View
Safe, Drug and Gun Free Contact			View
School Registrar	✓	✓	View

Figure 11 - Edit



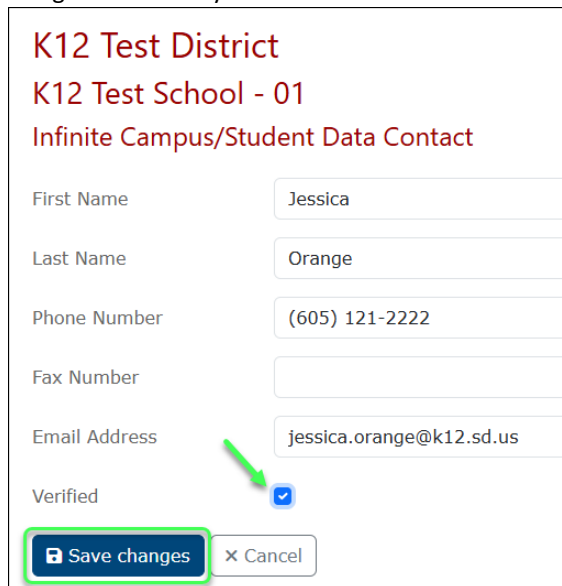
K12 Test District
K12 Test School - 01
 Infinite Campus/Student Data Contact

+ 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

Return to the school information.

Figure 12 – Verify & Save

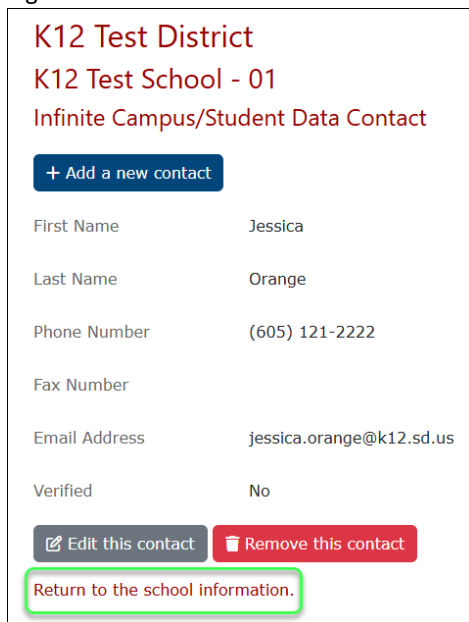


K12 Test District
K12 Test School - 01
 Infinite Campus/Student Data Contact

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

- 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

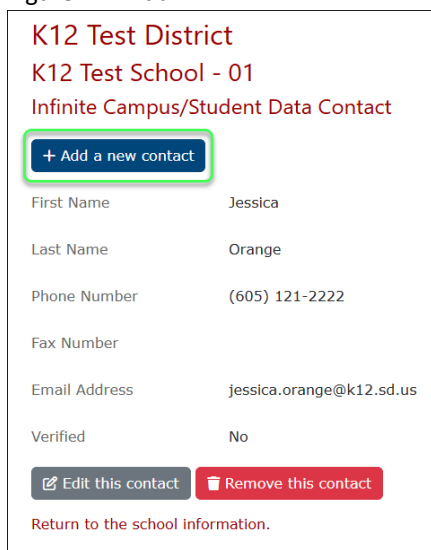
First Name: Jessica
 Last Name: Orange
 Phone Number: (605) 121-2222
 Fax Number:
 Email Address: jessica.orange@k12.sd.us
 Verified: No

Edit this contact Remove this contact

Return to the school information.

7. Additional Contacts (see Fig. 14 & 15)
 - a. 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.
 - 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 14 - Add



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

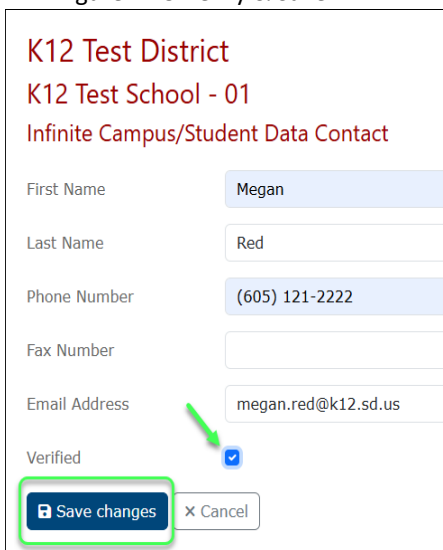
+ Add a new contact

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:

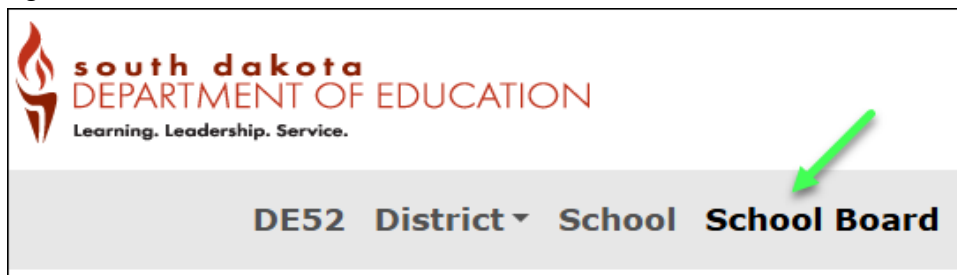
Save changes Cancel

Section V – School Board President

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

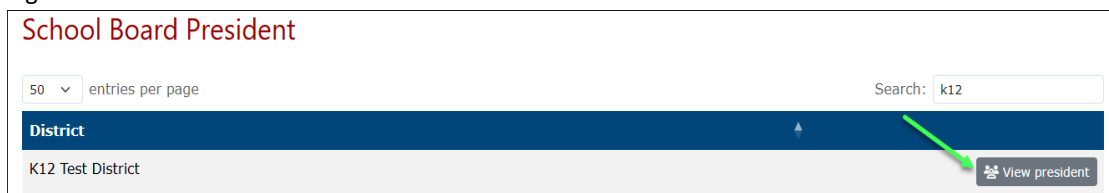
1. After all the School Contacts are updated, click on “School Board” in the banner. (see Fig. 16)

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

School Board President - K12 Test District

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	Yes



[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"/>

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

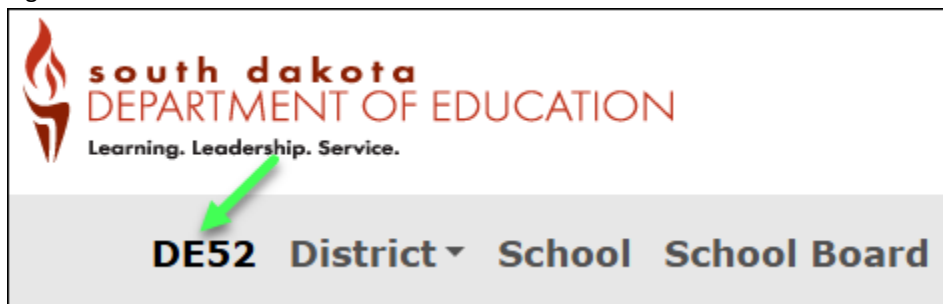
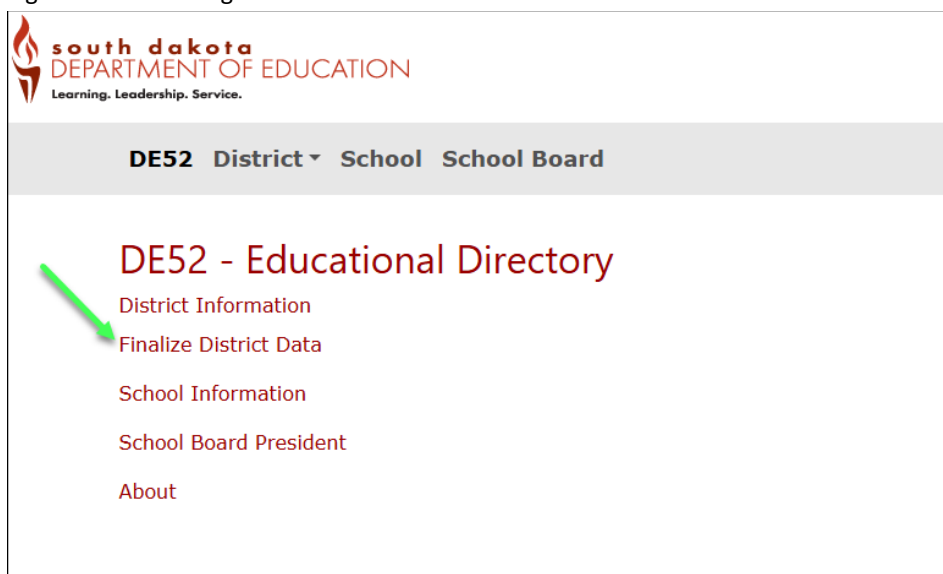
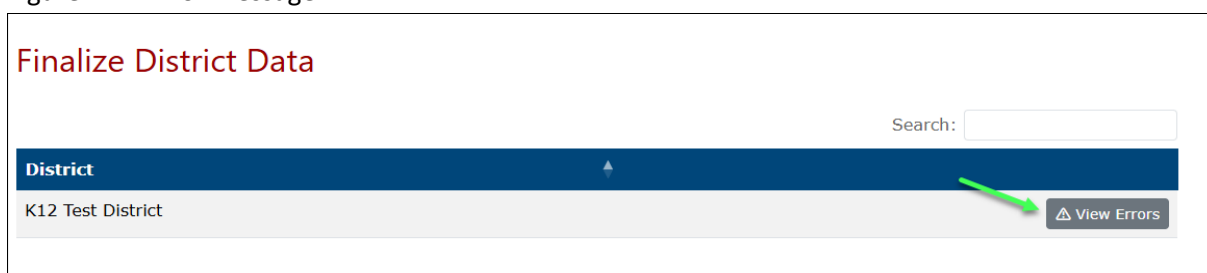


Figure 21 – Finalizing



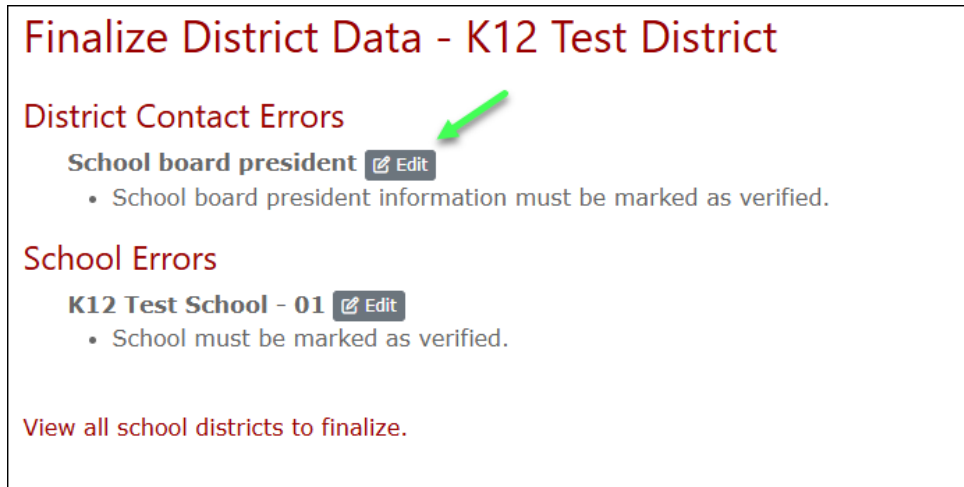
3. If a section was missed during validation, an error message will appear after clicking the “Finalize District Data”.
4. Click the “View Errors” button. (see Fig. 22)

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



Finalize District Data - K12 Test District

District Contact Errors

School board president [Edit](#)

- School board president information must be marked as verified.

School Errors

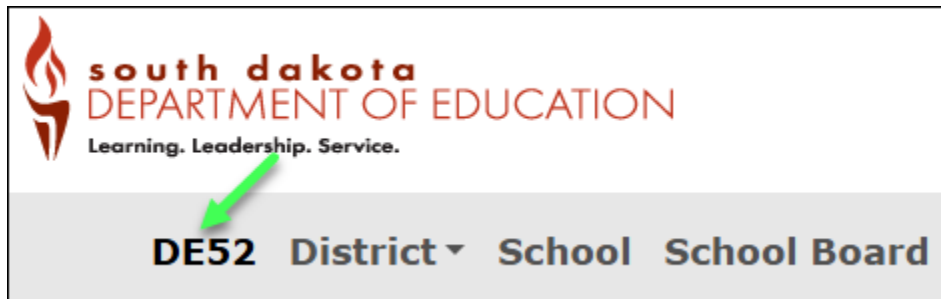
K12 Test School - 01 [Edit](#)


- School must be marked as verified.

[View all school districts to finalize.](#)

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

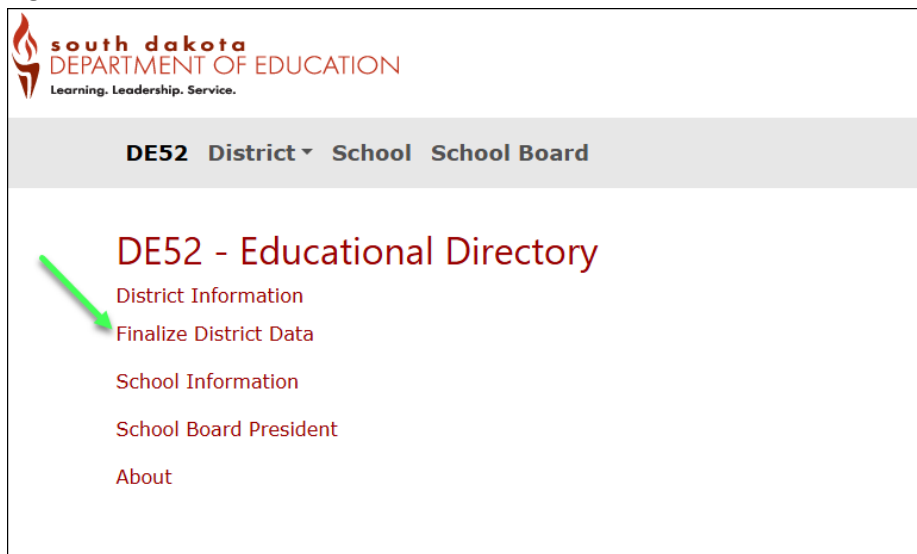
Figure 24



 south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

DE52 District ▾ School School Board

Figure 25



 south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

DE52 District ▾ School School Board

DE52 - Educational Directory

- District Information
- [Finalize District Data](#)
- School Information
- School Board President
- About

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

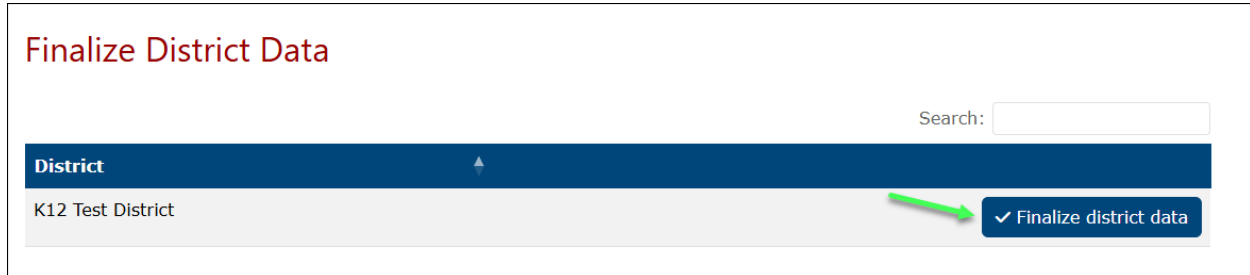
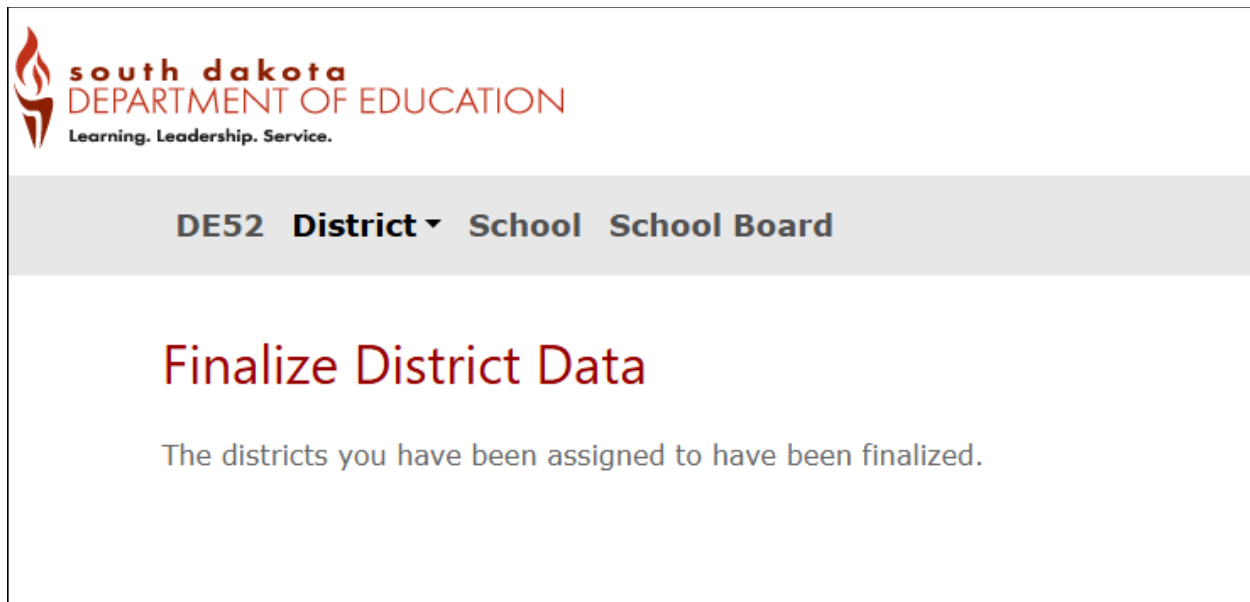


Figure 27



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