

**PRIVATE SCHOOL ELECTRONIC REPORTING INSTRUCTIONS
PRIVATE PARTICIPATION IN FEDERAL PROGRAMS 2012–13**

LOGIN INFORMATION

1. Log on to the Education Data System (EDS) website: <https://eds.ospi.k12.wa.us> between January 16, 2012 and March 2, 2012. Note: It will not be available to you before or after these dates.
2. Enter your username and password. If you did not retain your username and password, or if you are a new school, please contact the OSPI Customer Support at CustomerSupport@k12.wa.us or (800) 725-4311.
3. After you have entered your username and password, click Login. You will be taken directly to the Private Participation in Federal Programs (Intent to Participate) form.

FIRST TIME USERS: If you are a first time user, this will bring you to the Change Password page. You must enter a new password twice here. It must be at least seven characters, including at least one uppercase letter, one lowercase letter and at least one numeric digit. After you have entered your new password, be sure and record it somewhere for future access. Click Save, then click on the yellow tab labeled “My Applications.” Next, click on the link for *Private Participation in Federal Programs*, which will bring up the Intent to Participate form.

4. Further instructions are included on the form itself.

Questions or concerns can be directed by email to Anne Renschler, anne.renschler@k12.wa.us, or Kara Larson, kara.larson@k12.wa.us. You may also call the Consolidated Federal Programs office at (360) 725-6225.

If you have trouble logging into EDS or experience technical difficulties, please contact our Customer Support office at CustomerSupport@k12.wa.us, or call (800) 725-4311.