

Find Administrators Report Notes

This report contains information on district and school level administrators.

Please note: At beginning of the school year, the Find Administrators data are not updated as districts are entering data for the new school year. During this time, the report presents data from the end of the prior school year.

Terms:

Term	Source
Last Name	Superintendent, Asst. Superintendent, Principal, Asst. Principal – Educator Data System Special Education Directors – SEDAC Contacts
First Name	Superintendent, Asst. Superintendent, Principal, Asst. Principal – Educator Data System Special Education Directors – SEDAC Contacts
Title	Superintendent, Asst. Superintendent, Principal, Asst. Principal – Educator Data System Special Education Directors – SEDAC Contacts
District Name	Directory Manager (DM)
School Name	Directory Manager (DM)

For more information, see [Data Dictionary](#)

Source list:

Year	Collection Name	Freeze Number	Freeze Date
Current Year	Educator Data System (EDS)*	N/A	N/A
Current Year	Special Education Data Application and Collection (SEDAC) Contacts	N/A	N/A
Current year	Directory Manager (DM)	N/A	N/A

*If you need to make changes to your staff please contact your EDS Data Manager or Ray Martin 860-713-6876. When a district hires a person at any time during the school year, a record must be created for that person as soon as possible ***even if*** the person does not hold an active certificate at the time of hire.

When a person leaves a district, the EDS file record must be updated with the leave information as soon as possible.