

## Directory Respondents:

There are requirements in statute that require all districts to report any district school board changes.

### Item 1:

*C.R.S 22-32-109(I)(d) - To cause to be filed with the department of education the name, address, and length of term of office of each school director; and the name, address, identification of office, and date of election or appointment of the president, vice-president, secretary, and treasurer, and of the assistant secretary and assistant treasurer if there are such offices;*

If your district had changes to the local school board there are two things that need to take place.

1. Update the Data Pipeline Directory Board Membership Tab.
2. Send into CDE the Certificate(s) of Election.

Once the elections have been finalized, districts are given 15 days when they receive the official abstract of votes to select the officers of the board C.R.S 22-32-104 (1) after that time please go into the **Data Pipeline Directory** and update your district board member(s) information.

### Item 1:

To meet this requirement please go into the **Data Pipeline Directory** and update your district board membership.

*(The item below is completed by the directory respondent in Data Pipeline)*

- To update board membership go to <https://cdeapps.cde.state.co.us/index.html> select Data Pipeline on the left under Applications. Then login using your Data Pipeline user id and password.
- Select Directory on the left then go to the Board Member tab. When making a change to a board member “check” the select button on the left then edit. Once the changes have been made press Save.

### Item 2:

- Once you receive the certificates of appointment/election or board minutes noting elections please scan them to: [puccetti\\_d@cde.state.co.us](mailto:puccetti_d@cde.state.co.us)

Thank you