

Disciplinary Incident Reporting System (DIRS) Frequently Asked Questions (FAQs)

Users may access the Disciplinary Incident Reporting System (DIRS) at this address <https://education.state.mn.us/DisciplinaryIncident> or the Minnesota Department of Education (MDE) site. Select Data, Data Submissions and scroll down to Discipline Incident Reporting System.

MDE ACCESS

Why can't I access DIRS with my user name and password for other MDE systems?

You must extend your account access to include DIRS by requesting access online. Eventually, many MDE systems will share the same security access and one common User ID and password will allow access to many applications at MDE.

To request DIRS access, from the main MDE Web page, select Data, Data Submissions Disciplinary Incidents Reporting System. Select "Request Access" when prompted. You will need to define your role, the district and the site(s) for access. You will receive a confirmation email when your request has been processed. Once you receive the confirmation email, you can access DIRS.

Why do I receive an error saying some information matched an existing user?

The security system has built-in checks to prevent duplication of user accounts. It will check for unique user names, first and last names, email and phone number. If you have an existing account, proceed with the Forgot Your MDE Account Information Path to obtain that information (the second purple section within the MDE Account Login screen). Through this path, you can retrieve/confirm User ID, Password, and/or Secret Answer. Each requested item will be emailed to the email address defined on your account profile. Allow for relay of emailed information before proceeding with another request or action. Recommended use is to retrieve User ID, then once you have received that information emailed to you, request the password in the same fashion, to have both pieces emailed to your account profile email address, which ensures you have both correct. Discrepancies as minor as upper or lower case could prohibit access.

What should I do if I requested access to DIRS, but have not received a confirmation email?

If you have requested access to DIRS and have not received a confirmation email within 24 hours, send an email to mde.incident-reporting@state.mn.us to check the status of your DIRS access approval request.

How do I retrieve a forgotten User ID or password?

If you have forgotten your account information, choose Forgot Your MDE Account Information and you can retrieve/confirm User ID, Password, and/or Secret Answer. Each requested item will be sent to the email address on your account profile. We recommend retrieving your User ID, then requesting the password. Remember to use upper or lower case as the wrong letter case could prohibit access.

How do I reset my password?

Once you have logged in with your User ID and Password, or accessed View Your MDE Account, Change Password is an available selection on your left navigation panel. Note:

What should I do if I requested a new user name or password, but have not received a confirmation email?

If you have requested a new user name and password and have not received a confirmation email within one business day, send an email to mde.incident-reporting@state.mn.us You may have typed an invalid email address when you set up your MDE account, which may need to be resolved at MDE before proceeding with access. The program area will investigate and forward such instances to the MDE Help Desk for resolution.

Why does my Favorite or Bookmark link to DIRS result in an error message?

The incorrect screen may have been saved as Favorite or Bookmarked. The secure login screen cannot be bookmarked. The correct address to bookmark DIRS is: <https://education.state.mn.us/DisciplinaryIncident>.

DIRS INCIDENT ENTRY

What does MDE do with the DIRS data?

The Minnesota Department of Education is required by state and federal law to collect the data requested in the DIRS system. Reports are prepared with the data, such as the *Dangerous Weapons Disciplinary Incident Report* to the Minnesota Legislature and the *Gun Free Schools* report to the US Department of Education. Annual state expulsion/exclusion reports are posted on the MDE website. In addition, summary data from the reports may be used in grant proposals. MDE uses the data for analysis and to direct programming.

Is DIRS data shared with any other agency?

Summary data from the reports is public. Other state agencies, researchers and journalists have at times reviewed it, analyzed it or included it in studies and reports. Student-level information is only accessible to school districts, school buildings and the Department of Education. Student level information is not public data, and generally is not shared by MDE. The Minnesota Government Data Practices Act as well as federal privacy law guides the disclosure of the data.

How long is DIRS data kept?

There is no end date to the retention of the data.

Which schools must submit DIRS?

Schools active during any portion of the school year with the following District Types and School Classifications are accountable to submit DIRS, provided they reported enrollment for the corresponding district/school:

District Type (Unit Type)	Type Description
1	Independent Districts and Schools
3	Special Districts and Schools
6	Intermediate Districts and Schools
7	Charter Schools
50	Miscellaneous Cooperative
51	Vocational Cooperative
52	Special Education Cooperative
53	Vocational and Special Education Cooperative
61	Education Districts
62	Secondary Facilities Cooperative
70	State Schools (Deaf and Blind, School for the Arts)
83	ECSU Region
School Classification (Unt_Cls)	Classification Description
00	District Placeholder
10	Elementary (PK-6)
20	Middle School (5-8)
31	Junior High (7-8 or 7-9)
32	Senior High (9-12)
33	Secondary (7-12)
40	Elementary/Secondary Combo (K-12)
41	Alternative Learning Centers
42	Alternative Learning Programs
43	Private Alternative Program
46	Distance Learning Program (state approved)
50	Special Education
71	Miscellaneous Program (assignment is now limited)
76	Educational Oversight to Private Residential Care and Treatment
77	Educational Oversight to Public Residential Care and Treatment
78	Educational Oversight to Private Day Treatment Program
79	Educational Oversight to Public Day Treatment Program

What is the deadline for incident completion and district certification?

Districts/schools must have all their incident submissions completed and their Superintendent's district certification completed by July 31, of each year. MDE will post the deadline in the Superintendent Correspondence and through reminder messaging by the last day of the school year.

What disciplinary actions do I have to report in DIRS?

Districts need to report any disciplinary action that results in a student being removed from school grounds for one day or more. Note, for special education students: In-School Suspensions and Removals from school for any portion of a day must be reported in 1/2 day increments. Other types of actions to be reported include the unilateral removal of special education students to an interim placement due to conduct involving a dangerous weapon, illegal drugs or controlled substances, or serious bodily injury, or removal of a special education

student by a hearing officer to avoid injury to self or others, for a maximum of 45 school days. Additionally, all dangerous weapons incidents must be reported, even if no school action was taken (e.g. law enforcement referral).

Num Days as noted in field and values:

number of SCHOOL days (not to exceed 15 SCHOOL days for disciplinary action = 1 or 2, not to exceed 45 SCHOOL days for disciplinary action = 5 or 6, else not to exceed SCHOOL days resulting in one calendar year)	Number	5	C	Required if disciplinaryActionType is 1, 2, 3, 4, 5, or 6. Number of whole or half SCHOOL days the student was removed from the classroom (with minimum value for expulsion or exclusion being 1 SCHOOL day, other disciplinary actions SPED offenders minimum being .5, else minimum being 1). Format 999.9
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Disciplinary Action Types from field and values:

1	In-school Suspension
2	Out-of-school Suspension
3	Expulsion from the school setting
4	Exclusion from the school setting
5	Unilateral Removal to an Alternative Educational Setting
6	Removal by hearing officer on determination of likely injury
7	Administrative Transfer
8	Offender requested to transfer within district
9	Offender requested to transfer to another district
10	Offender withdrew from school
11	No school response

Note that within the DIRS system on the initial school page, there is also a DIRS Data Collection Overview, outlining the basic four steps of the incident submission process.

For which enrollment dates do districts/schools need to report incidents in DIRS?

Incidents occurring for any enrolled student, enrolled for at least one day during the school year, need to be reported by that district/school in DIRS. This includes reporting incidents for students who were enrolled on the date of the incident, but have since left the district.

DIRS requires incident submission by the site where the student is enrolled on the date of the incident. MARSS enrollment records retrieved in DIRS reflect the MARSS status as of the date of the incident. Consult with your MARSS Coordinator to investigate and resolve questionable search results on any offender and allow reasonable process time for MARSS updates to reflect the incident submission in DIRS.

Refer to the *DIRS - Searching for Offenders or Victims tutorial* for more information.

What is required if my school has no enrollment for the entire school year?

There is nothing required in DIRS for schools with zero enrollments for the entire school year. DIRS checks that against reported MARSS records and automatically treats “no enrollment” schools as NA (non-accountable to submit DIRS). Those schools appear within the Superintendent’s District Completion Report in the “completed” section with an incident count of “NA”. If any enrollments are reported for a school during the year, the school is accountable to submit incidents, or to mark the box for none to report if appropriate, and to submit a school information record.

What if an incident needs to be reported when DIRS is unavailable?

In the rare cases where the DIRS system is unavailable to report an incident (perhaps at the beginning of a school year) by the reporting timeline needed, districts should send those exception incident emails regarding expulsion/exclusion actions to mde.incident-reporting@state.mn.us. This may be necessary for incidents with compliance reporting deadlines. Note: District/Schools must also submit these incidents online in DIRS once DIRS is available.

What do I do if I am responsible to submit for more than one district or school?

In either case, you will need only one account in DIRS, but you need to be sure your access request includes both. This can be validated in your district school selection list to see if you can select all submissions for which you are accountable. If not, access your account profile and select the Modify button to re-request the comprehensive access to all you need (note that the most recent request overrides previous requests).

If you have access to multiple districts/schools, be sure you select the proper site as you submit incidents. Incidents should be submitted by the site with the enrollment record, in order to identify site offenders and disciplinary actions. Select Another School or Select Another District are options available on the left navigation panel to those with authorized access.

How do I report that our school has no incidents for the entire school year?

In schools where no incidents have been submitted, the Principal (as well as the Superintendent) will find a checkbox on the school’s home page where they can designate “Confirming this school has no disciplinary incidents to report for the entire school year.” If any incidents have been started or submitted as complete, this option will not appear.

Reminder: Schools with no incidents to report are still required to submit a school information record in order to appear in the “complete” section on the Superintendent’s District Completion Report.

Why won’t DIRS let me enter data for the current school year?

There could be a few reasons for this. If the school year hasn’t yet been activated by MDE within DIRS, the year selection may not be available. If the year selection is available, DIRS submissions can begin once the MARSS submissions for a district have been submitted to the state.

Also, if the Superintendent has completed the District Completeness Report and certified the district as complete for a given year, you will no longer be able to submit edit, or delete incidents for the schools within the district.

Why do I see a warning about another incident ID when I attempt to submit?

DIRS is checking many fields within the incident as you attempt to submit, in order to prevent entry of duplicate incidents within your site. In the event a duplicate is detected, you will not be able to submit the duplicate, and DIRS instead will reference the existing incident ID. Use View/Edit/Delete to search for that existing incident ID, select Search, then select View or Edit as appropriate, for any needed edits or follow-up on the existing incident.

Why can't I report in-school suspensions (ISS)?

You cannot report an ISS for a general education student, only in-school suspensions (ISS) for special education students need to be reported.

When I enter an offender, do I need to identify the offender?

You must identify whether offenders are enrolled in the school or not enrolled. If the offender is not enrolled at the school, you will only need to provide a count, and to denote if a dangerous weapon was involved. If the offender is a student enrolled at the school, you will need to identify the student. Select Add Offender to search for a student enrollment record. Enrollments in the same district are searchable, but only enrollments within the same incident school (on incident date) are identifiable. Refer to the *DIRS - Searching for Offenders or Victims* tutorial for more information.

How do I use MARSS information to search for an offender or victim or if the student is shown enrolled in another school or district?

Once you select Add Offender or Add Victim, the student search panel of student MARSS fields is available. MARSS information on the matching incident date MARSS enrollment record can be searched to retrieve matching students for identification as offenders or victims. The more fields you populate, the more restrictive the query. It is recommended to only enter those known, exact pieces to broaden your search result, and to retrieve a likely match record. *Entering any search field different than that exact field content in MARSS, will result in no record found.*

Note that records resulting in display without radio buttons indicate matching MARSS incident date enrollment records at *another* site. Consult with the MARSS Coordinator to investigate and resolve these records and allow reasonable process time for MARSS updates to reflect in DIRS.

Refer to the *DIRS - Searching for Offenders or Victims* tutorial for more information.

Why do I receive an error message when I've found the offender and select next?

Be sure you selected the radio button for the appropriate offender. If no offender record results from your search, check your MARSS information. Your district must first submit the appropriate MARSS enrollment file to MDE in order to be able to search and select the corresponding offenders at the site for which you are submitting incidents. Allow reasonable process time for MARSS updates to reflect in DIRS. Confirm that you are submitting the incident from the same site as the incident date enrollment record.

What do I do if I have one incident that results in more than one disciplinary action (or more than one offender activity), such as a suspension and an expulsion?

Report both the suspension and the expulsion as two different Disciplinary Actions within the same incident. Report the suspension and make sure that the duration of the suspension equals the total number of days the student is suspended through the school board action. That time period cannot exceed 15 school days. After you have entered the suspension, you can

click “Add Disciplinary Action” to enter the expulsion. To add the expulsion later, you must select “Edit an Existing Incident” from the Disciplinary Incident Reporting home page. Enter the incident number and choose “next page” until you reach the page, select the appropriate Offender, then Add Disciplinary Action. The same holds true for multiple offender activities, for a respective incident (fighting and gang activity for instance). All activities that apply to the same incident date and location should be populated within the same incident, not as separate incidents. While you can enter more than one disciplinary action, those should be based on the grounds in the suspension or expulsion notice.

Our school board approved expulsion of a student, what is the next step in reporting and what is required by law to be reported?

Student expulsions are reported electronically through the disciplinary incident reporting system. For one incident you can list multiple actions, such as an out of school suspension and an expulsion.

What is required from schools legally relative to the provision of academics when students are referred to chemical dependency programs? Are there state statutes or other material on this topic?

When a student is placed in a residential care and treatment facility licensed by the Department of Human Services, the governing educational statute is Minn. Stat. Section 121A.515 subd. 3. <https://www.revisor.mn.gov/statutes/?id=125A.515>.

Subd. 3. Responsibilities for providing education.

(a) The district in which the residential facility is located must provide education services, including special education if eligible, to all students placed in a facility.

If a student is in a day treatment program, then Minn. Stat. Section 121A.515 subd. 10 and Minn. R. 3525.2325 are applicable.

Subd. 10. Students unable to attend school but not covered under this section.

Students who are absent from, or predicted to be absent from, school for 15 consecutive or intermittent days, and placed at home or in facilities not licensed by the Departments of Corrections or Human Services are entitled to regular and special education services consistent with this section or Minnesota Rules, part 3525.2325. These students include students with and without disabilities who are home due to accident or illness, in a hospital or other medical facility, or in a day treatment center.

<https://www.revisor.mn.gov/rules/?id=3525.2325>.

The responsibilities of the district where the facility is located are set forth in the statute and rule. While the resident district is responsible to provide educational records (includes a transcript and IEP’s if applicable) to the district where the facility is located, there is no specific language addressing the provision of coursework materials. Those issues would need to be worked out between the two districts.

Why can’t I see “unilateral removal” as a disciplinary action for an incident?

Unilateral removal is only available for Special Education (SPED) offenders if the disciplinary infraction chosen is for the possession of an illegal drug, the sale or solicitation of a controlled substance, the possession of a dangerous weapon, or conduct resulting in serious bodily injury

on school grounds or at a school sponsored activity. The definition of an illegal drug does not include alcohol or tobacco. You will have to have included a victim for a serious bodily injury. The definitions of an illegal drug, controlled substance, dangerous weapon, and serious bodily injury are all based upon the federal law definition. In the event offender information was added before victim information, you will need to edit the offender disciplinary action to update.

When I enter an assault, why am I asked for victim information?

Victim information is required if the student offender was involved in an incident that had a victim. Certain offender activities systematically require victim information. Those offender activities are: assault, bullying, cyber-bullying, hazing, robbery, harassment and homicide. Note that offender activity of fighting no longer requires victim identification. Instead, it is discretionary for the district to determine dual offender versus offender-victim situations involved with fighting.

When victim information is required, you will be asked whether or not the victim was enrolled or employed by the school. If the victim is a student enrolled at the school, you will need to identify the student, and in addition, costs associated with the victim need to be reported.

If a victim is unknown or if there are multiple victims (e.g., harassment of an entire class or school bus), you must also estimate the number of victims.

Select Add Victim to search for a student enrollment record. Refer to the *DIRS - Searching for Offenders or Victims tutorial* for more information.

Costs will also need to be entered for employee victims or if there is a cost to the school building.

Why does DIRS ask two questions regarding “dangerous” incidents?

If the written information being inputted does not state it was a dangerous weapon, then the school administrator should make that determination.

There are differing state and federal definitions for “dangerous,” so links have been provided to both statutory definitions. Users submitting incidents should access each definition and determine whether the incident satisfies each, marking “yes” or “no,” accordingly.

A student within my district has been habitually missing school, but the county has not initiated truancy proceedings on the student and the district has not reported the student as a truant to the county. Do I need to report the student as a habitual truant within DIRS?

Yes. State statute specifies when a student is defined as a habitual truant. Whenever a student meets the statutory definition of habitual truancy, the student must be reported as truant within DIRS. (www.revisor.leg.state.mn.us). Only count a student once for the school year, even if the student is habitually truant multiple times in a school year.

How do I submit the school information record?

When red font messaging of “Your school has incomplete school information” displays on a site’s home page, the school has not yet submitted the required school information record within DIRS. Select the School Information left navigation link to begin. Once school information is complete, the incomplete message should disappear from the home page. Incomplete school information will prevent district certification (even if the site Principal or Superintendent has marked the checkbox for “Confirming this school has no disciplinary incidents to report for the entire school year”). School information needs to be completed by the same year-end deadline as incident reporting.

How do I delete an incident?

To delete an incident select “View/Edit/Delete an Existing Incident” on the Incident Reporting Home page. Search for the specific incident, select the radio button, then the delete. Note that deleted incidents are not recoverable.

How do I retrieve a list of potential duplicates?

To retrieve a list of potential duplicate incidents, go into your account, on the DIRS Links click on the list of potential duplicates and a pdf file will generate a list of the potential duplicate incidents.

When will batch upload be ready, and how do I find information regarding batch?

Batch processing (uploads using XML files) is available in DIRS for those requesting this special access. Documentation and reference materials for batch processing will be posted on the Data Special Interest Group (SIG) Web page.

Once batch functionality is ready for a school year, updates will be posted on the Website and communications to batch users will be distributed.

DIRS INCIDENT VIEW

How can I verify the data that has been entered for my school/district is accurate?

View the home page display of incomplete incidents or select the checkbox to display All Incidents to locate and review specific incidents. Select the desired incident number to display/review details in edit mode. Be aware that accessing a Completed incident may revert the incident to Incomplete until the Incident Complete button is selected again. To view incidents as read only, use the left navigation View/Edit/Delete Existing Incidents and select the incident and view.

How do I retrieve a list of incidents?

From the home page, choose “All Incidents” The right-hand column indicates incident completion status. Select an incident number to display/review details in edit mode. Be aware that accessing a Completed incident may revert the incident to Incomplete until the Incident Complete button is selected again. To view incidents as read only, use the left navigation View/Edit/Delete Existing Incidents and select the incident and View. Use of the DIRS reports are linked in the Educator Portal on the Safe and Healthy Minnesota Student (SAHMS) tab.

How do I search for a specific incident?

You can look up the incident number by selecting “View/Edit/Delete an Existing Incident,” There are a number of incident fields available to selectively populate your search results. Be aware that accessing a Completed incident may revert the incident to Incomplete until the Incident Complete button is selected again. Another option would be to review the home page display of incomplete incidents or selecting “All Incidents” to review the list for the desired incident number.

How can I print or export an incident or list?

- The Web browser provides a File, Print option to print any desired screen within the DIRS system (incompletes, all incidents, incident detail screens, etc.) This is the print method that should be used when viewing single incidents.
- Export to Excel is a feature now available from the home page list of incidents. Selecting Open on the next will presents the same DIRS screen content in an Excel document. Selecting Save will prompt you for a save location. Once in Excel, the list can be manipulated and/or saved as desired.
- More detailed DIRS data request should be done via the Educator Portal SAHMS tab report using standard printing and exporting features.

DIRS SUPPORT

Who do I contact with other DIRS questions?

- Review the DIRS Data Collection Overview on the home page, outlining the basic steps of the incident submission process.
- Check the Help Documentation to see if there are answers to your questions.
- Check the DIRS Tutorials to view a WebEx and/or related checklist which may provide answers to your questions. Email mde.incident-reporting@state.mn.us.

DIRS CERTIFICATION

Why did we receive an email reminder that the school incident submission is not complete?

Minnesota Department of Education (MDE) program staffs monitor the statewide completion of district completion and certification. Schools not completing their incident submission (or indication that there were no incidents for the school year) and/or school information will appear in the reports as incomplete sites. Those sites may receive follow-up email reminders regarding completing their information by the year-end deadline. Those reminders will be sent to the Principal and Superintendents email addresses, per their MDE account profile email address on file. Completion of incident submissions is contingent on the Superintendent being able to certify the district. In addition, program staff may send reminders regarding districts who have not yet certified the district.

Do we need to reply to the reminder emails?

It is not necessary to reply to the reminder emails, unless specific questions, situations or requests require additional communication with the Minnesota Department of Education (MDE) program staff.

More importantly, Principals and Superintendents should follow up with the respective school data-entry users to ensure the incident and school record submission is completed as soon as possible. Progress on completing incidents and school information for a school will be reflected immediately within the Superintendent's view of the District Completion Report. To locate the district completion report, click on the left navigation button, "DIRS Reports-online."

Superintendents should certify the district when complete.

As a Superintendent, why can't I see the Certify District button in my District Completion Report?

DIRS provides the Superintendent the ability to certify the disciplinary incident completion for a district, via the left navigation District Completion Report. The "Certify District" button only appears once all schools within the district have completed their submissions. The District Completion Report breaks into three sections: schools that are incomplete, those complete with no incidents to report, and completed or non-accountable sites (no enrollments in required grades).

If any school site within the district appears within the incomplete section of the report, the only system option available to the Superintendents is to view details for follow up on incident completion (via selecting any displaying site number to access the individual home page). Once all school sites appear within either the complete with no incidents to report, or the completed or non-accountable sites, the Superintendent will have the option to "Certify District" in the upper right hand corner. Once selected, the button is replaced with the certification date.

Superintendents should confirm all district incident submission and editing activity has been completed prior to certification. Once a Superintendent certifies a district, no further incident submission nor updates are allowed within the district sites.

What is the difference between "not certified" and "incomplete"?

Certification is a district-level status. "Not certified" indicates that the district Superintendent has not yet marked the "Certify District" button within the District Completion Report.

Superintendents are only able to see the "Certify District" button within the District Completion Report once ALL schools within their district have reached a state of completion. Complete state needs to meet these three pre-requisites:

- 1) Either submitting DIRS incidents or indicating a school has no incidents to report.
- 2) Making sure all incidents as complete rather than incomplete.
- 3) Submitting a complete school information record.

Any school which has data that is "incomplete" will appear in the incomplete section of the District Completion Report. Outstanding pieces are indicated in the District Completion Report in the right-hand columns, as well as in red font messaging on the school home page.

As a Superintendent, how can I confirm I've certified the district?

Once the Superintendent certifies the district in the District Completion Report, the button is replaced with the certification date. The Superintendent can access the District Completion Report at any time after certification to view this certification date.

As a Principal, what do I need to do in DIRS?

As a Principal, you are accountable to:

- 1) Ensure that site incident submissions are submitted and marked as Incident Complete by the deadline.
- 2) Review site home pages with All Incidents to ensure all are accurate and complete, and that all red font messaging has been removed, indicating completion.
- 3) Indicate on the site home page if there are no incidents to report for a site (the Principal or Superintendent is accountable to select that checkbox, which displays in cases where no incidents exist).
- 4) Enter School Information for each school (left navigation option).

DIRS shows the Superintendent the overall status of schools within the district as Complete or Incomplete. Superintendents certify within the District Completion Report (feasible once all sites within the district are in a state of completion).

What if a Superintendent wants to print or export the District Completion Report?

District Completion Report status is also available via the left navigation District Certification Status. This additional link is solely for print and export needs and reflects the current status within a district at the time the link is selected. In the near future, an export option will be implemented, aiding Superintendents in exporting to standard software.

DIRS SITE DIRECTORY

How do I locate a district number and/or school number?

To find a district or school numeric identifier, refer to Directories in the MDE Website toolbar. Districts-Alphabetical will provide an alphabetical list of the districts and their corresponding four digit code suffixed with a hyphen and the two digit district type code. Public Schools-Alphabetical provides an alphabetical list of the schools and their corresponding three digit code.

My school is closed. Why does it appear in DIRS?

School closures (inactive sites) reported to the state via the School Verification Website are updated at MDE, and are then removed as selections in DIRS (for any future users).

Note: Once a closure is reported for the coming year, those users with previously established DIRS access to that school's prior, active year will be able to complete any remaining incident reporting completion in DIRS for the current year. In the event of a school closure where DIRS submissions had not yet been completed, and previously established DIRS access users are unavailable, those should be reported to mde.incident-reporting@state.mn.us for special handling of inactive sites.

How do I submit a correction to my district's school list?

DIRS reflects sites as submitted in MDE's District and School Site Verification database, maintained by authorized district staff. If the list of schools for your district within DIRS is out of date, your district needs to update the school information via the School Verification Website.

Once corrected within the Verification database, DIRS will automatically be updated. Requests for access to the MDE Web Verification site should be emailed to mde.school-verify@state.mn.us and will need to be accompanied by written authorization from the District Superintendent to delegate access to the individual requesting a user ID.