

# Instructions for Updating the Part C Directory File (FS029)

If changes must be made to the state program’s directory information, the file must be changed before updating, uploading, and submitting.

The following instructions walk through a state example of a directory change and the process to update, upload, and resubmit the file.

State Example: Need to change zip code

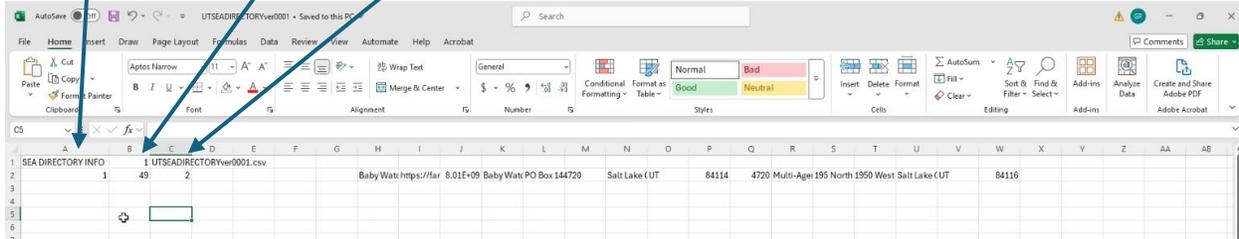
- Log into EDPass
- Go to the 029 file listed below

Lock Status	Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
Unlocked	05/07/2025 11:59:59 PM	2024-2025	029	Directory		Ready to Submit 03/25/2025 09:17:09 PM	Not Required to Submit 03/25/2025 06:53:46 PM	Not Required to Submit 03/25/2025 06:53:46 PM	
Unlocked	05/07/2025 11:59:59 PM	2024-2025	039	Grades Offered		Not Collected 03/22/2025 09:37:21 AM	Not Required to Submit 03/25/2025 06:53:55 PM	Not Required to Submit 03/25/2025 06:53:55 PM	

- Go to the three dots at the end of the row (PSC refers to the dots as a kebab menu) to download and open Directory File 029
  - To download, select SEA and In Progress
    - Selecting all levels will not let you download file
- Review the directory information about your state’s Part C program, if any change is needed then complete the following steps to prepare your FS029 file for upload.
- Delete first column
- Clear first row (do not delete)

filer2	filer3	filer4	stateagen	stateagen	stateagen	mailingac	mailingac	mailingac	mailingac	mailingzj	mailingzj	mailingzj	mailingzj	locationa	locationa	locationa	locationc	locationc	locationz	locationz	filer5	filer6	filer7	filer8	filer9
Baby Wat: https://far	8.01E+09	Baby Wat: PO Box 144720	Salt Lake	CUT	84114	4720	Multi-Age	195	North	1950	West	Salt Lake	UT	84116											

- Enter “SEA DIRECTORY INFO” in Cell A1 (see below)
- Enter “1” in Cell B1 (see below)
- Enter the file name in Cell C1, needs to be exact (there is a naming convention in guide)
- Save with the file name provided in C1 (maintain a .csv file extension)



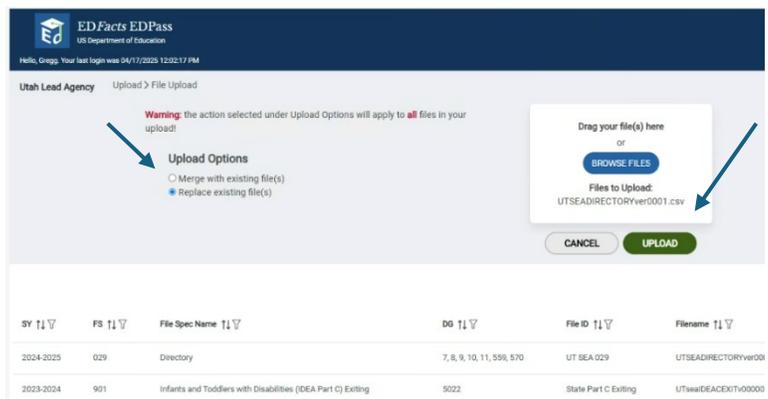
- For Cell D1 enter information that makes sense for state, this is an internal identifier, see User Guide
- Enter the school year in Cell E1 (2024-2025 or 2024 2025)
- Save and close the Excel file
- Open and view in Notepad or Notepad++ or equivalent software program
- In the Notepad view, delete the extra commas in the first row, leaving one comma.
- Then add seven commas to the end of the second row.



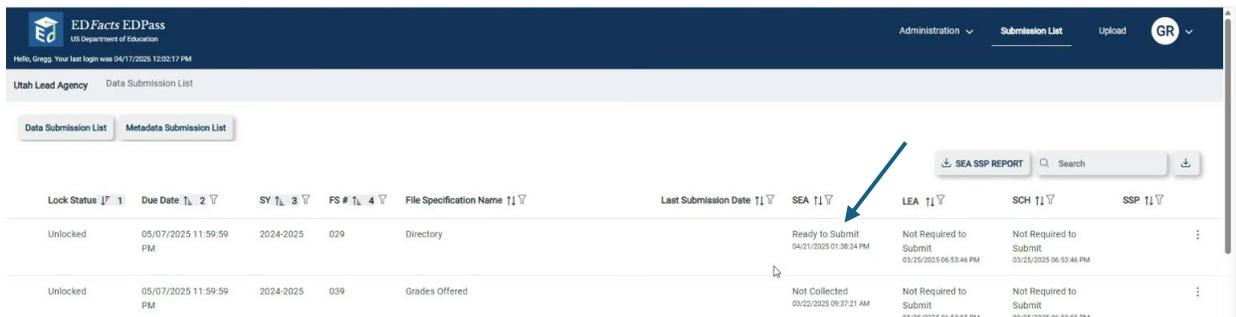
- Save (make sure it is saved as csv and not as a text file)
- Close the file
- It is now ready to upload into EDPass

### Upload process in EDPass

- In EDPass, Click “Upload” in the top right corner
- Select “Replace existing file” and then click the “Browse Files” button and select your csv file
- Then select “Upload”
- Wait for message “Upload Successful”
  - User may have to refresh



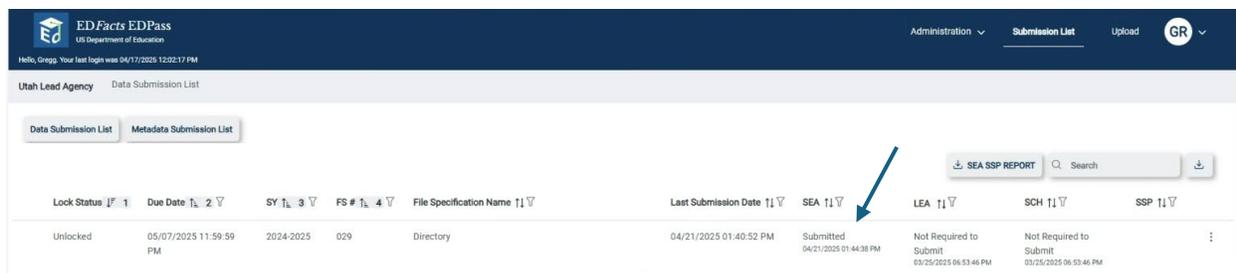
- Open the “Submission List” in EDPass. If the .csv file you submitted is now showing “Ready to Submit” in the SEA column, then click on the kebab menu at the end of the row and click Submit.
- You MUST Submit
- Caution – the system may take time to process to be ready to submit. If the system notice says “Errors” then you must resolve errors before uploading again.



ED Facts EDPass  
Utah Lead Agency Data Submission List

Lock Status	Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
Unlocked	05/07/2025 11:59:59 PM	2024-2025	029	Directory		Ready to Submit 04/21/2025 01:38:24 PM	Not Required to Submit 03/25/2025 06:53:46 PM	Not Required to Submit 03/25/2025 06:53:46 PM	
Unlocked	05/07/2025 11:59:59 PM	2024-2025	039	Grades Offered		Not Collected 03/22/2025 09:37:21 AM	Not Required to Submit 03/25/2025 06:53:46 PM	Not Required to Submit 03/25/2025 06:53:46 PM	

- Refresh to see “Submitted” status



ED Facts EDPass  
Utah Lead Agency Data Submission List

Lock Status	Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH	SSP
Unlocked	05/07/2025 11:59:59 PM	2024-2025	029	Directory	04/21/2025 01:40:52 PM	Submitted 04/21/2025 01:44:38 PM	Not Required to Submit 03/25/2025 06:53:46 PM	Not Required to Submit 03/25/2025 06:53:46 PM	

## About Us

The contents of this brief were developed under a grant from the U.S. Department of Education, #H373Z240001. The contents and resources do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. Project Officers: Meredith Miceli and Alexis Lessans.



The DaSy Center is a national technical assistance center funded by the U.S. Department of Education, Office of Special Education Programs. The DaSy Center works with states to support IDEA early intervention and early childhood special education state programs in the development or enhancement of coordinated early childhood longitudinal data systems.

To learn more about the DaSy Center, visit the DaSy Center website at <http://www.dasycenter.org/>.