



## UNITED STATES DEPARTMENT OF EDUCATION

Office of the Chief Information Officer  
Development Services Team

February 2, 2021

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Washington, DC 20503

Reference: Paperwork Reduction Act Submission, US Department of Education, Information Collection for State Education Agency Directory (SEAD)

Ms.Dooling:

The U.S. Department of Education (ED) requests approval to collect descriptive and contact information from organizations for use in the State Education Agency Directory (SEAD). SEAD is an electronic directory of approximately 3,000 educational resource organizations and services available at the State, regional, and national level. The goal of the directory is to help individuals and organizations identify and contact organizational sources of information and assistance on a broad range of education-related topics. Users of the directory include diverse groups such as teachers, librarians, students, researchers, and parents.

We are requesting approval to ask each organization in the directory to verify, and update as necessary, its information in SEAD annually. If the verification of the information is not conducted at least annually, the data could become outdated and lead to the provision of inaccurate information to visitors to the Department's web site. We also anticipate adding a small number of new entries each year.

The total burden on each participant would be approximately 12 minutes to update an existing entry (approximately 99.8% of the entries) or 20 minutes to add a new entry (approximately 0.2% of the entries), including the time to review instructions, search existing data resources, gather the data needed, complete, and review the information collection. The total burden hours on the public would be approximately 373.3 hours per year.

Organizations in the directory that have provided an email address will be sent an electronic notice by email once a year asking them to verify the information in the directory. These organizations have the ability to reply to the verification request by using the online form found on the directory's web site (see [http://wdcrobcolp01.ed.gov/Programs/EROD/erod\\_collect.cfm](http://wdcrobcolp01.ed.gov/Programs/EROD/erod_collect.cfm)).

You may contact me via my [Jim.Mould@ed.gov](mailto:Jim.Mould@ed.gov) e-mail address or my telephone number 202-453-5553 should you require additional information.

Sincerely,

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