

ORGANIZATION NUMBER



Request Form

WHY DO I NEED A KSDE ORGANIZATION NUMBER?

- Reporting purposes for Special Education or Title Services
- State & Federal Reporting
- Listed in the [Kansas Education Directory](#)

RESPONSIBILITIES OF HAVING A KSDE ORGANIZATION NUMBER

Once you have been assigned a KSDE organization number you will be responsible for obtaining a [KSDE Web Applications](#) username and submitting the Directory Updates application annually during the July through August submission window.

Note: A KSDE organization number must be assigned before registering for [KSDE Web Applications](#) username to gain access to the Directory Updates application.

SUBMITTING REQUEST FORM

Email the completed form on page 2 to [Marcia Ricklefs](#)

ORGANIZATION NUMBER



Request Form

Date Needed By

What USD boundaries
is School Located?

Organization Name

Year Opened

List in *Kansas Education Directory*? ☐

Web Site Address

Phone Number

Fax Number
*(optional)*Location Address *(do not enter PO Box addresses here)*

Street

Street 2 (Suite, Room, etc.)

City

County

State

Zip Code

Mailing Address

Street

Street 2 (Suite, Room, etc.)

City

County

State

Zip Code

Student
Information System

Other

Main Contact

Title

First Name

Last Name

Suffix (Jr., Sr., II, III, etc.)

Position

Email Address

Explanation for
OpeningRequest Form Contact *(Typing your name below is considered your electronic signature. Your signature certifies the data is accurate as submitted to KSDE.)*

First Name

Last Name

Phone Number

Email Address