

Requesting a KSDE Building Number

Instructions for Non-Public Schools

If the non-public school is part of a Catholic Diocese or Lutheran School:

- Have the non-public school that needs to be added contact their Central Office so that the Central Office can add their school to the 'Directory Update' program.

If the non-public school is their own private school (not part of an organization):

- The non-public school will first need to call the IT Help Desk at (785) 296-7935 in order to have an Organization Number created.
- Once the Organization Number has been created, they will be able to go to 'Manage My Account' on the KSDE Authentication page to have the 'Directory Update' application added to their profile. (They may need to Register first, if they do not have an account. Both of these steps will then need to go through an approval process within KSDE.)
- Once the 'Directory Update' application has been added to their profile, they will be able to add their non-public school. (The addition of the non-public school through the 'Directory Update' program will then go through an approval process within KSDE.)

After completing the above steps, non-public schools requesting a building number for EANS application purposes should email EANS@KSDE.org to request that the building number assignment be accelerated. If a school has not received its KSDE-assigned building number by the time of EANS application submission, the school should write “Pending” in place of its building number.