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 (mricklefs@ksde.org).
| Request 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 |