

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 in order to gain access to the Directory Updates application.

SUBMITTING REQUEST FORM

Email the completed form on page 2 to Christie Wyckoff (cwyckoff@ksde.org).

ORGANIZATION NUMBER



Request Form

Date Needed By

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

Main Contact

Title (Mr., Mrs.,
Dr., Rev., Miss,
or Ms. ONLY)

First Name

Last Name

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

Position (list Superintendent, Interim Superintendent,
Director, Executive Director or Principal ONLY)

Email Address

Explanation for Opening

Request Form Contact *(Your signature certifies the data is accurate as submitted to KSDE.)*

First Name

Last Name

Phone Number

Email Address