

# ORGANIZATION NUMBER

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## 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.

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

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### SUBMITTING REQUEST FORM

Email the completed form on page 2 to Marcia Ricklefs ([mricklefs@ksde.org](mailto:mricklefs@ksde.org)).

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## Request Form

Date Needed By	What USD boundaries is School Located?
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Organization Name

Year Opened	List in <i>Kansas Education Directory</i> ? <input type="checkbox"/>
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Web Site Address

Phone Number	Fax Number <small>(optional)</small>
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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
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Main Contact

Title	First Name	Last Name	Suffix (Jr., Sr., II, III, etc.)
Position		Email Address	

Explanation for Opening

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