In the [KSDE Directory Updates Application](https://online.ksde.org/authentication/login.aspx) under the “Schools” menu, select Open from the drop down menu; a form displays for on-line entry. Use the following guidance for completing the on-line form:

Year built – Format YYYY; use actual build date if known, current school year, or next school year as applicable

Building Name: Use the specific name of the program, or program type -

* + - 1. Home
			2. Off-site non-public buildings
			3. K time program w/o SPED
			4. Public off campus
			5. Community based preschool
			6. Private / parochial, non-accredited
			7. Incarceration
			8. Public off site preschool

Address Specific location, or the local office of Special Education/SEC/Interlocal

Phone Direct line for the local office of Special Education

E-mail Local Director of Special Education

Grades Named program Mark those applicable

Home KG – 12, SPED 3-4

 Off-site non-public buildings KG – 12, SPED 3-4

 K time program w/o SPED KG, SPED 3-4

 Public off campus KG – 12, SPED 3-4 (adjusted to applicable grade levels)

 Community based preschool SPED 3 & 4 year old

 Private / parochial, non-accredited KG – 12, SPED 3-4 (adjusted to applicable grade levels)

 Incarceration 6 – 12, (adjusted to applicable grade levels)

 Public off site preschool SPED 3 & 4 year old

Private school – Yes – (unless noted as public above)

 No – if publically administered

School type – leave blank

School Level Named program

 Select the appropriate from the drop down menu

 Home

 Home

 Off-site non-public buildings

 Off-site community based

 K time program w/o SPED

 Level 21 – early childhood

 Public off campus

 Other

 Community based preschool

 Off-site Community based

 Warning – **Do not** select building level 21: "Early Childhood – General"

Explanation – Special Education program (in all cases)

Seeking accreditation – check NO

Date Open 7/1/20xx (use current year)

Administrator – Local director of Special Education

Superintendent – local Superintendent

Schedule information for Educational Directory Updates

* Address and contact information - use the local SPED/SEC/Interlocal office
	+ Year built – 20xx
	+ E-mail contact 1 = Local director of special education
	+ Days in session = specific if applicable; if not, same as the district calendar
	+ Days per week = days per week students are in session
	+ School type – magnet, charter, title 1 etc. – enter NO
	+ Block schedule – enter No
		- Class periods – enter 1
	+ Emergency safety and seclusion rooms – enter NO
	+ Principal or head teacher – enter the local SPED Director

Schedule information: Daily bell schedules for programs with set schedules - Enter actual start and dismissal time.

Building Name / Name of the program Schedule to Use

1. Home See Below
2. Off-site non-public buildings Off-site community based locations and home - Enter standard

bell schedules for Preschool and KG – 12;

Example: Lincoln Elementary opens at 8:00 am, dismisses at 3:30, 30 minutes lunch

Replicate the KG sessions

Replicate the Preschool sessions

1. K time program w/o SPED daily, Enter start time as 8:00 am,

preschool and KG sessions Enter dismissal as 4:00 pm.

Enter Zero lunch period = 480 minute program

1. Public off campus Enter the actual start and dismissal time for each program
2. Community based preschool Enter the actual dismissal time for morning and afternoon

 sessions

1. Private / parochial, non-accredited Enter the actual start and dismissal time for each program
2. Incarceration Replicate the schedule for the local high school
3. Public off site preschool Enter the actual dismissal time for morning and afternoon

 sessions

* + - Community based preschools, Private / parochial, non-accredited and public off campus
			* Check with local MIS clerks for schedule information.
* Elementary schools with no preschool program, but serve preschoolers on a walk in basis
	+ - * Enter standard preschool / schedules in all buildings that serve itinerate or walk in students. Select all other PR program type

Upon completion select the button “Save to KSDE” to submit the request to open

Note: For those programs which are not found and are needed in the Directory, please enter a request to open a new building in the Directory Updates application. (<https://online.ksde.org/authentication/login.aspx>). The webpage includes instructions for how to receive/renew/change access.