

Acquiring School Point Geographic Coordinates Using The Commonwealth Map

(On-screen Digitization with Simultaneous Capture of Geographic Coordinates)

Update: March 23, 2015

Kentucky's Front Door Project –Overview

As new schools are built or schools move locations or main entries it is important to update geographic coordinates through the [Commonwealth's Geographic Information System](#) (GIS) data repository. ***Please ensure your school(s) can be found.*** Each school and or district needs to verify their school coordinates are correct by Earth Day each year. This could be as simple as a quick verification or it could be necessary to acquire school point geographic coordinates. Both can be done easily using the [Commonwealth Map](#). Instructions are provided within this document.

Coordinates can be determined by using [Commonwealth Map](#). Using a consistent method for locating coordinates ensures accuracy and consistent positioning. Latitude and longitude values can be based on several different geodetic systems. [Commonwealth Map](#) uses WGS 84, (World Geodetic System 1984).

Kentucky's Commonwealth Office of Technology has provided these instructions for Acquiring School Point Geographic Coordinates Using the [Commonwealth Map](#).

DISCLAIMER:

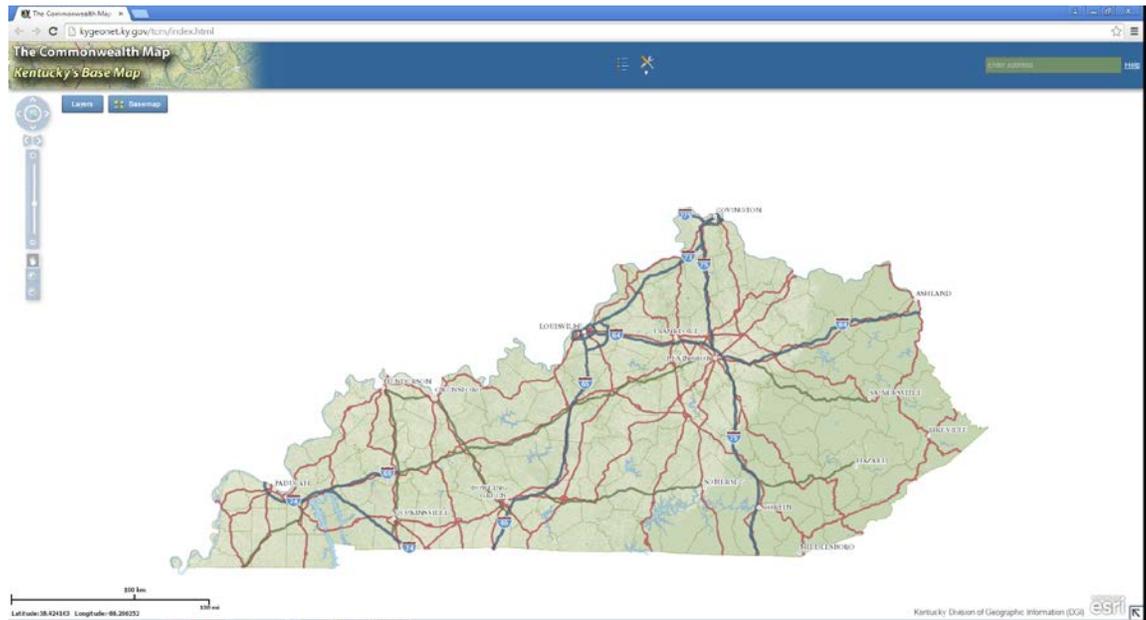
Geographic coordinates are measurements representing unique locations in space, with reference to a certain coordinate system – the origin of which is often centered on or inside the Earth; certain assumptions dealing with the Earth's shape are implicit. In addition, all geographic projections – mathematical operations to produce a 2-D map from a conceptual 3-D model of the Earth's surface, introduce distortions in the spatial relations of features as seen on maps such as those represented by on-line (Web/internet) mapping applications. Finally, it is common for additional errors to be introduced into geospatial imagery when it is processed to reference it to a coordinate system and to remove terrain distortions. Hence, the geographic coordinates of a point as seen on - or acquired from different maps are rarely identical, depending on all these factors and others such as variations introduced by hardware, software and operator error.

NOTE:

A familiarity with PC operation and Web browsers is assumed. The use of Microsoft Excel or a text editor (e.g. Notepad) is also recommended for compilation of the information extracted from The Commonwealth Map.

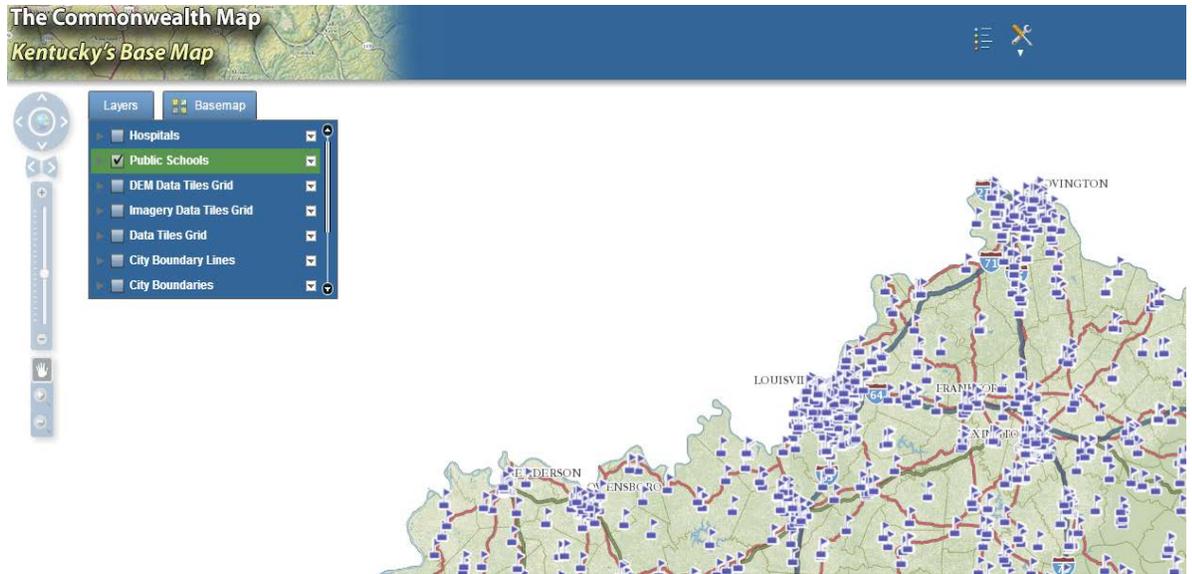
I- Accessing The Commonwealth Map:

- A. Using a Web browser (Internet Explorer version 7.0 or later is preferred), navigate to The Commonwealth Map: http://kygeonet.ky.gov/tcm/tcm_old/



II- Finding the Location of the School and Acquiring the Geographic Coordinates:

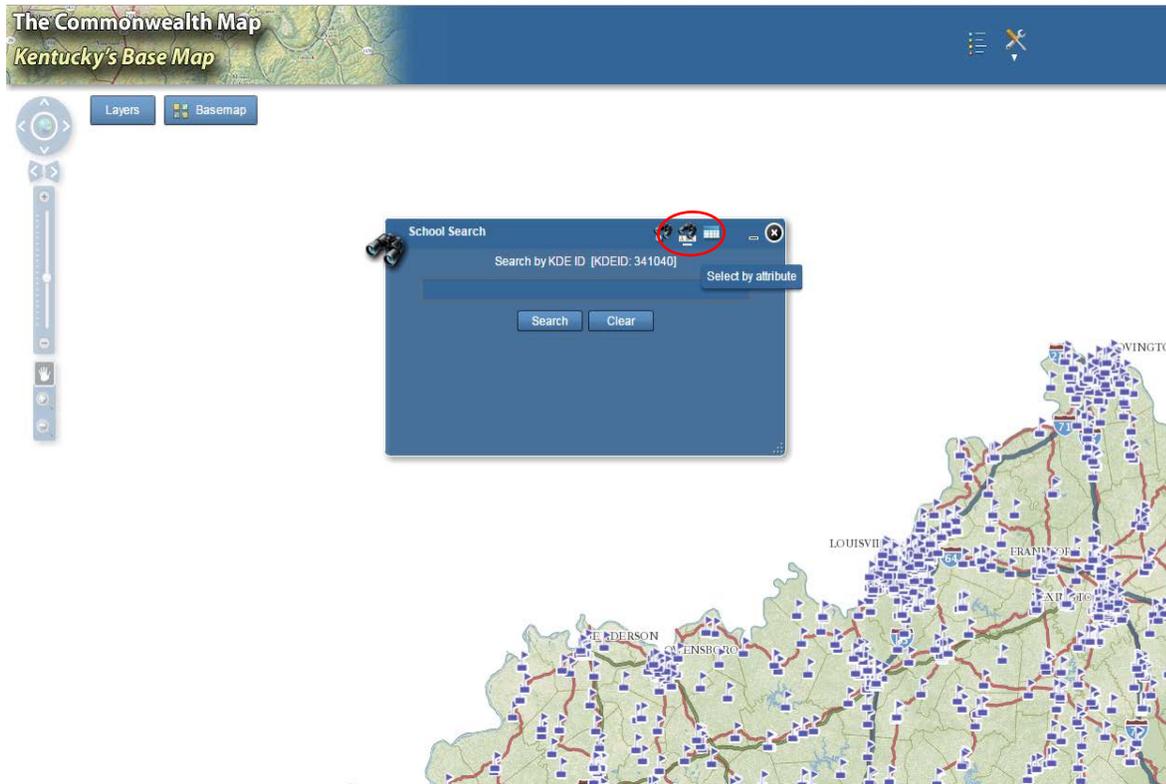
- A. To find schools located in the Commonwealth Map, select schools under the “Layers” tab on the top left of the screen; turn the Public Schools layer on by checking the box. All schools available in the Commonwealth map are then flagged and will be visible as you zoom in to the county level.



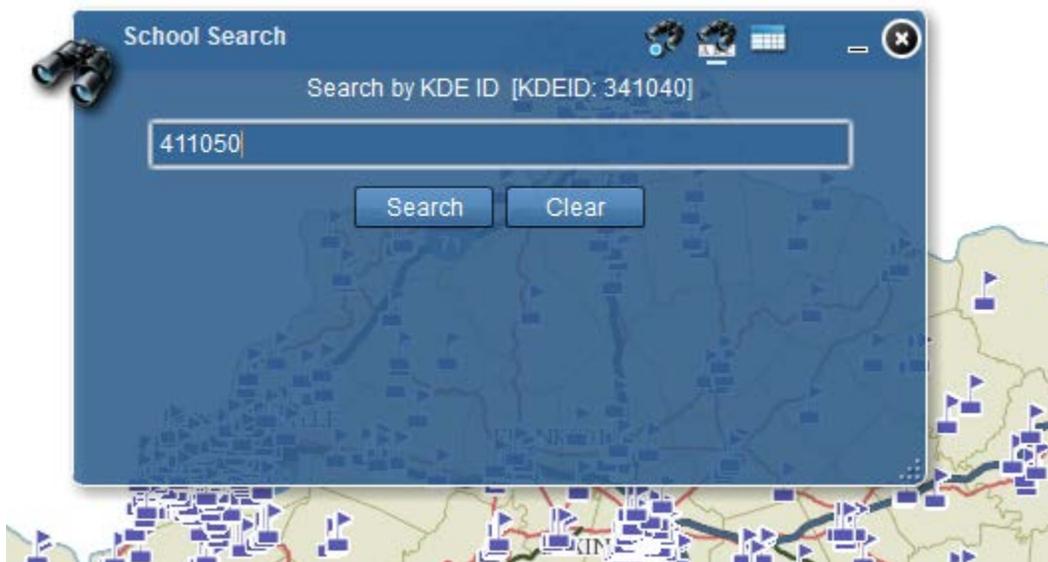
- B. Find the Tools symbol and you will see a drop down arrow which will allow you to select the School Search button.



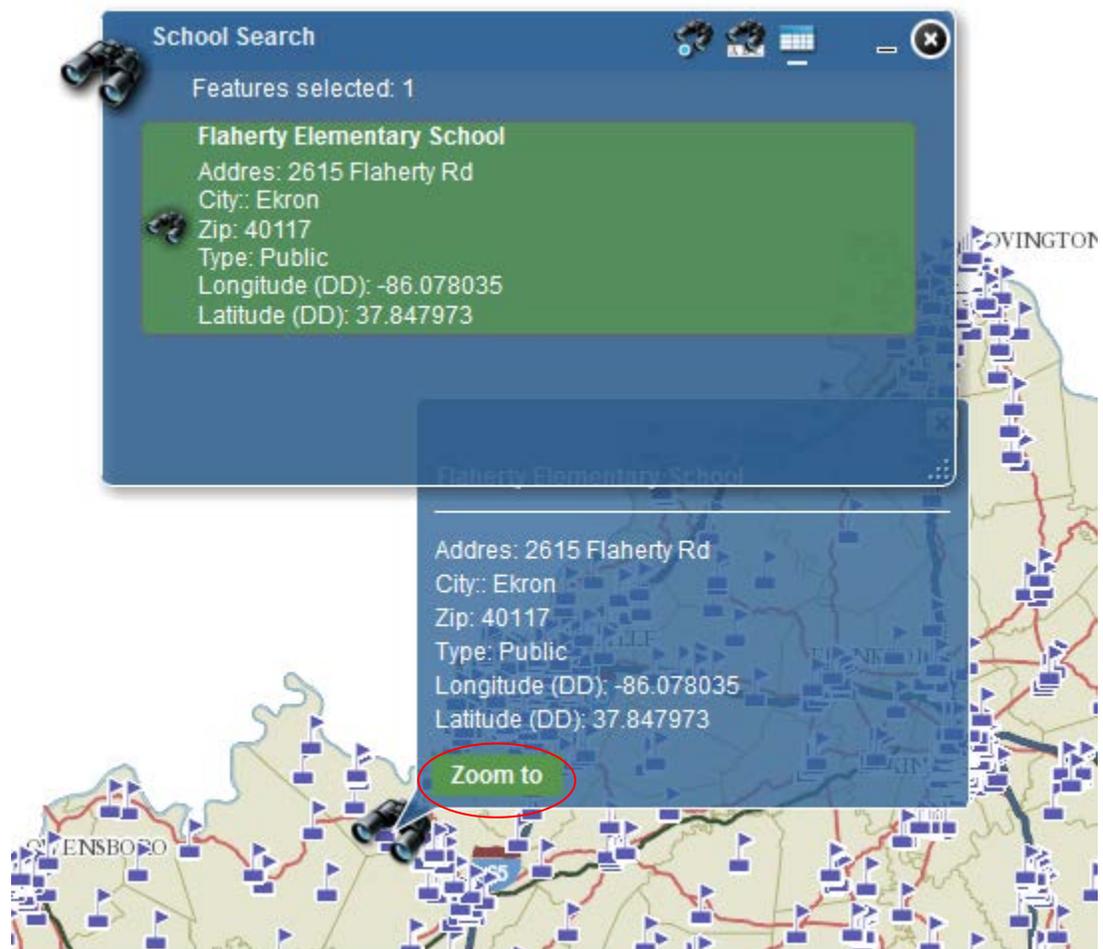
- C. After selecting the School Search button a dialog box will appear. You can select the Select by Attribute feature which will allow searching for your school by KDEID. (Your six digit Kentucky Department of Education school number -comprised of three digit district ID followed by three digit school ID) **Note:** if you are unable to locate based on your ID you can type in the physical address in the Enter address box (upper right corner next to the Help) and use the draw tool to pin point the school and follow the same process.



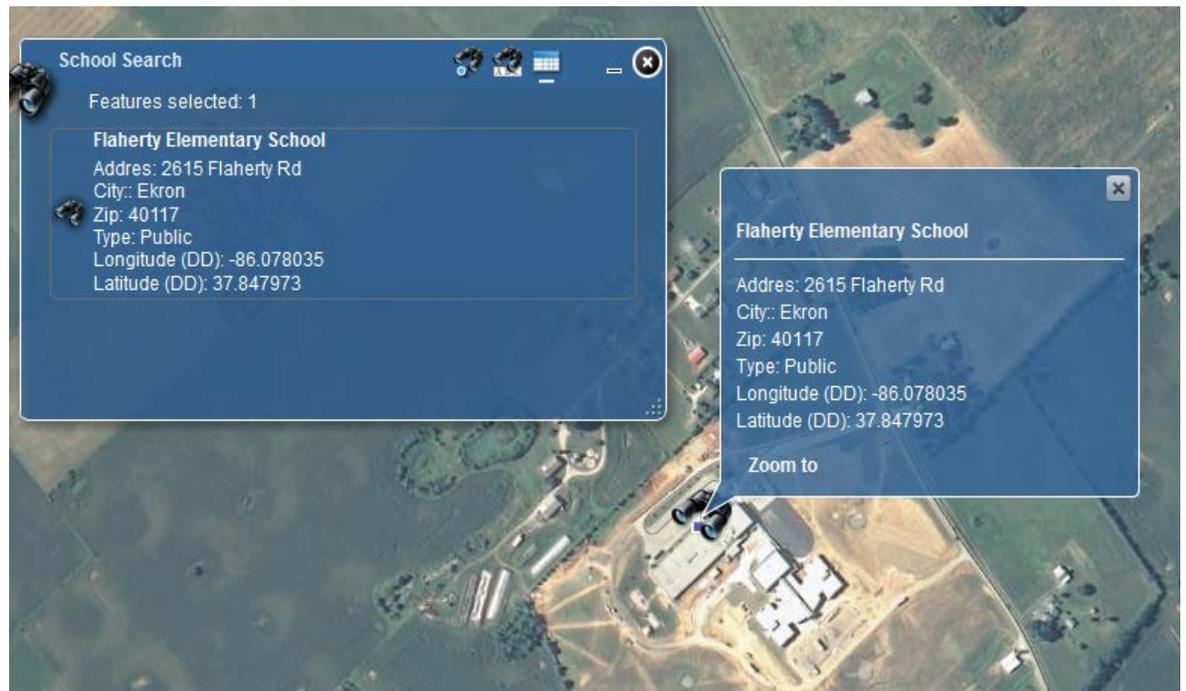
Example: KDEID is 411050 for Flaherty Elementary School



- D. The results show both in a dialog box and a label box on the map. Click on the “Zoom to” button on the label to zoom in to the location; you will have to do this repeatedly until the aerial photograph shows on the screen. (NOTE: you can move the “School Search dialog box” out of the way, without dismissing it, for ease of navigation).

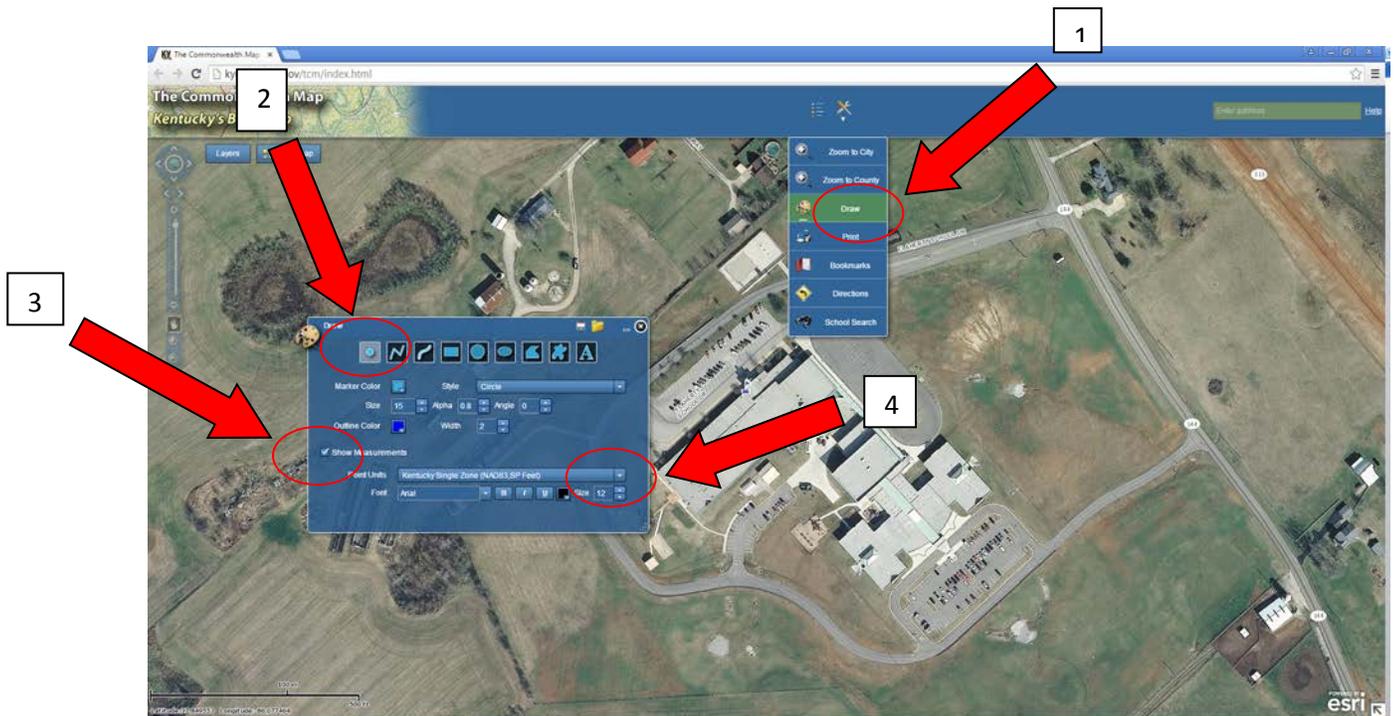


E.

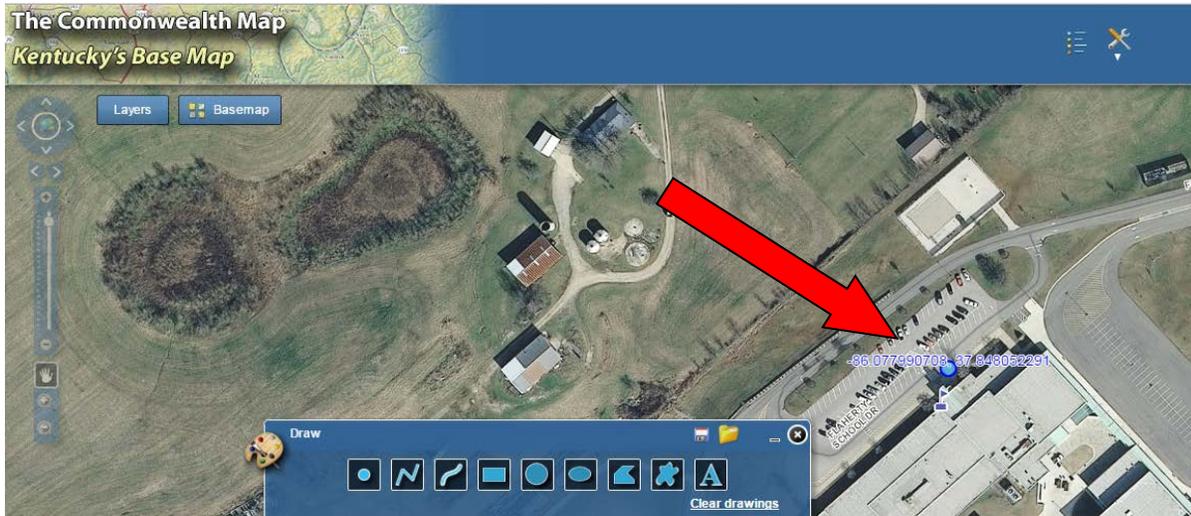


F. Prepare to mark your location in a Commonwealth graphics file.

1. Click on the Draw and Measure button located at the drop down arrow under the Tool symbol.
2. Click Draw Point
3. Check on the Show Measurements box.
4. Select Decimal Degrees (WGS84) is in the Point Units box.

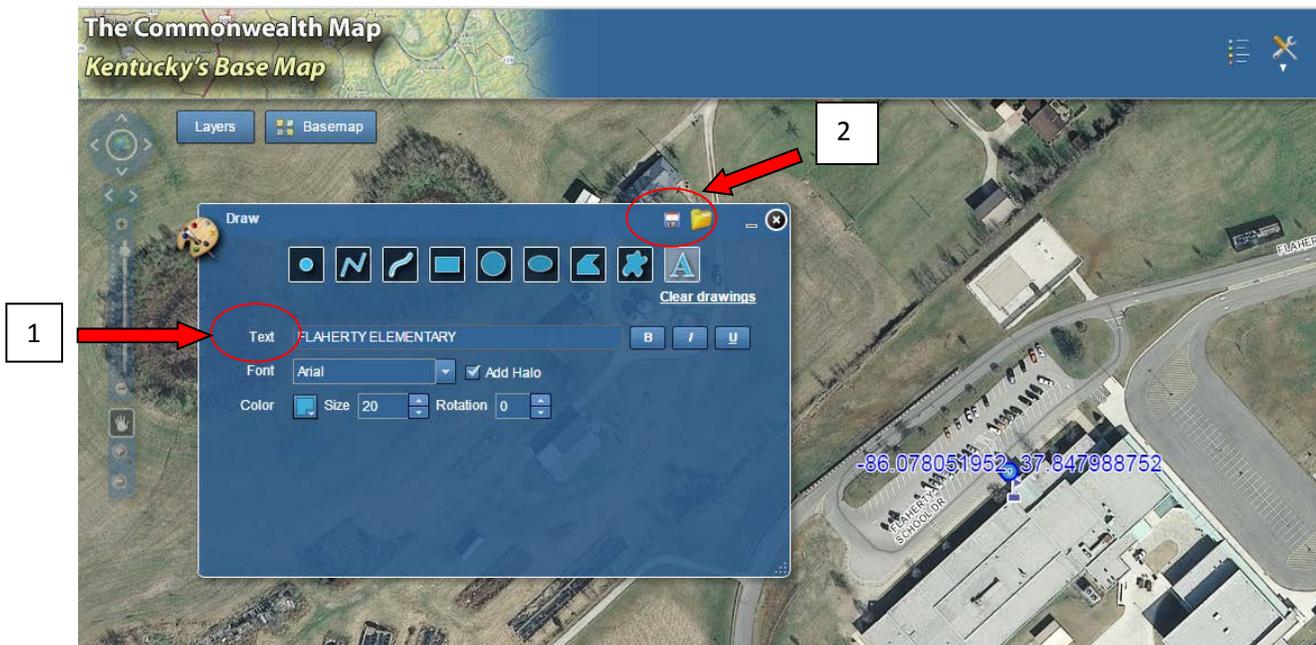


- G. Add a point **CORRESPONDING TO THE MAIN ENTRANCE (FRONT DOOR) TO THE BUILDING** and notice how the geographic coordinates (Latitude,Longitude) are written on the screen.

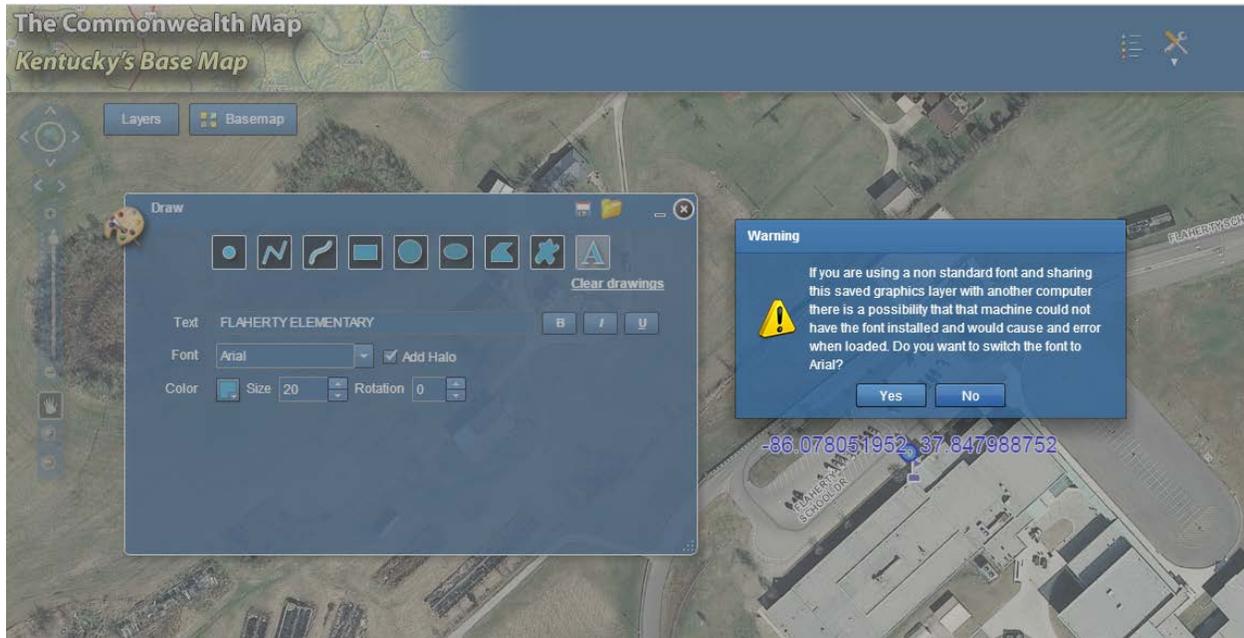


- H. Label your school and save the graphics layer.

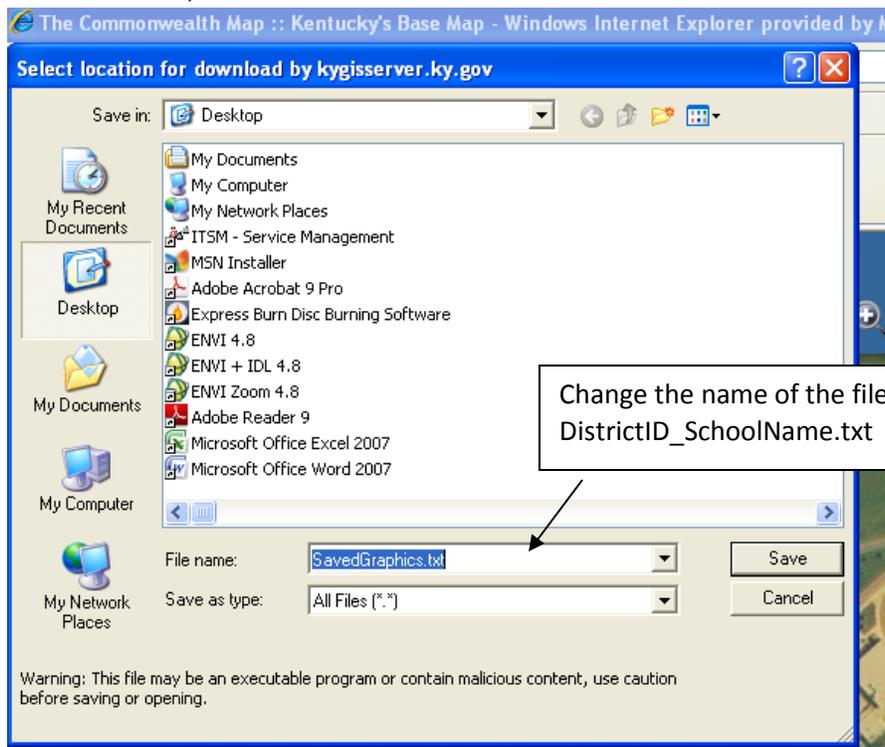
1. Click on the Text button and type the name of the school in the text box.
2. Click on the Save Graphics Layer button.



- I. Dismiss the warning with a No answer.



- J. Save the text (.txt) file (Change the name of the .txt file to reflect your District ID and school name and navigate to the location where you will save the file).



- K. To upload the Coordinates files – Open Internet Browser, type in the URL <https://applications.education.ky.gov/login> in the address bar.

The screenshot shows the login page for the Kentucky Department of Education. At the top, there is a header with the Kentucky.gov logo on the left and 'KY Agencies | KY Services' on the right. Below this is a banner for the Kentucky Department of Education with the tagline 'Every Child Proficient and Prepared for SUCCESS' and a photo of children. The main heading is 'Web Applications Login'. The page is divided into several sections: a 'Welcome!' message with instructions to use a username and password, and a link to the EPSB Help Desk; a 'Quick Links' section with links to KDE Open House, School Report Card Archive, Kentucky Testing Reports, and Technology Readiness Survey Reports; a 'Registered Users' login box with fields for 'User Name' and 'Password', and a 'Sign In' button; a note for users who do not have a KDE web user name; a section for users who have forgotten their username or password; and a 'Security Disclaimer!' section. At the bottom, there is a footer with 'Copyright © 2015 Kentucky Department of Education' and links for 'Privacy | Disclaimer | Contact Us | Help'.

Kentucky.gov

KY Agencies | KY Services

KENTUCKY DEPARTMENT OF EDUCATION
Every Child Proficient and Prepared for SUCCESS

Web Applications Login

Home

Welcome!

Please use your user name and password.

If you are having trouble accessing EPSB applications, please contact the EPSB Help Desk via e-mail at EPSBHelp@ky.gov.

Quick Links

- Kentucky Department of Education
- KDE Open House
- School Report Card Archive
- Kentucky Testing Reports
- Technology Readiness Survey Reports

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

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- L. In the login box
- Type in the User Name
 - Type in the password
 - Click the Sign In button

M. After you login successfully, click on the link “KY School Locations (GIS Coordinates)”

K

[KEN Service Point of Contacts](#)

[KEPS](#)

[KY SCHOOL LOCATIONS](#)

N. If you are a district representative, you will see the list of schools within your district, click on a school to report coordinates to KDE.

Kentucky.gov KY Agencies | KY Services

KENTUCKY DEPARTMENT OF EDUCATION
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School Locations

Home Logged in as: [PCURRY1] Logout

Select your school.

Adair County ▾

District	Date Verified	Verified By
Adair County	3/18/2015 12:02:32 PM	Sri Sineni
School	Date Verified	Verified By
Adair County Elementary School	5/9/2011 11:46:57 AM	Carla Perkins
Adair County High School	5/9/2011 11:30:58 AM	Carla Perkins
Adair County Middle School	5/9/2011 11:43:26 AM	Carla Perkins
Adair County Primary Center	-	-
Adair Youth Development Center	-	-
Colonel William Casey Elementary	5/9/2011 11:25:39 AM	Carla Perkins
East Adair Elementary	-	-
John Adair Intermediate School	5/9/2011 11:35:24 AM	Carla Perkins
Justin's Test School	-	-
New Adair County High School	-	-

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- O. If you are a school representative, you will see the school details screen as shown below.

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School Locations

Home Logged in as: [PCURRY1] Logout

Please verify your school information listed below. If the school details are incorrect, contact [KETS Service Desk](#) for corrections.

District Adair County
 School Adair County Elementary School
 School Code 001016
 Ownership Public District School
 School Type General program or multi-grade
 Classification A1
 Low Grade Preschool
 High Grade 6th

If the address is missing or incorrect, enter/update the address.

Address Line 1 870 Indian Dr
 Address Line 2
 City Columbia
 State KY
 ZIP 42728

Geographic Coordinates File No file chosen

Select the Choose File button to browse to your file then you can select the Upload button to submit file to KDE.

Geographic Coordinates File 001016_AdairCountyElementarySchool.txt

Latitude 37.111677153
 Longitude -85.329868148

After you upload the file, the coordinates will be displayed next to the lat/long labels

Date Verified 3/23/2015 3:08:28 PM
 Verified By Phyllis Curry

If you agree to the coordinates click the button to submit to KDE

QUESTIONS ON THE COMMONWEALTH MAP?

Please contact the Division of Geographic Information: <http://gis.ky.gov>