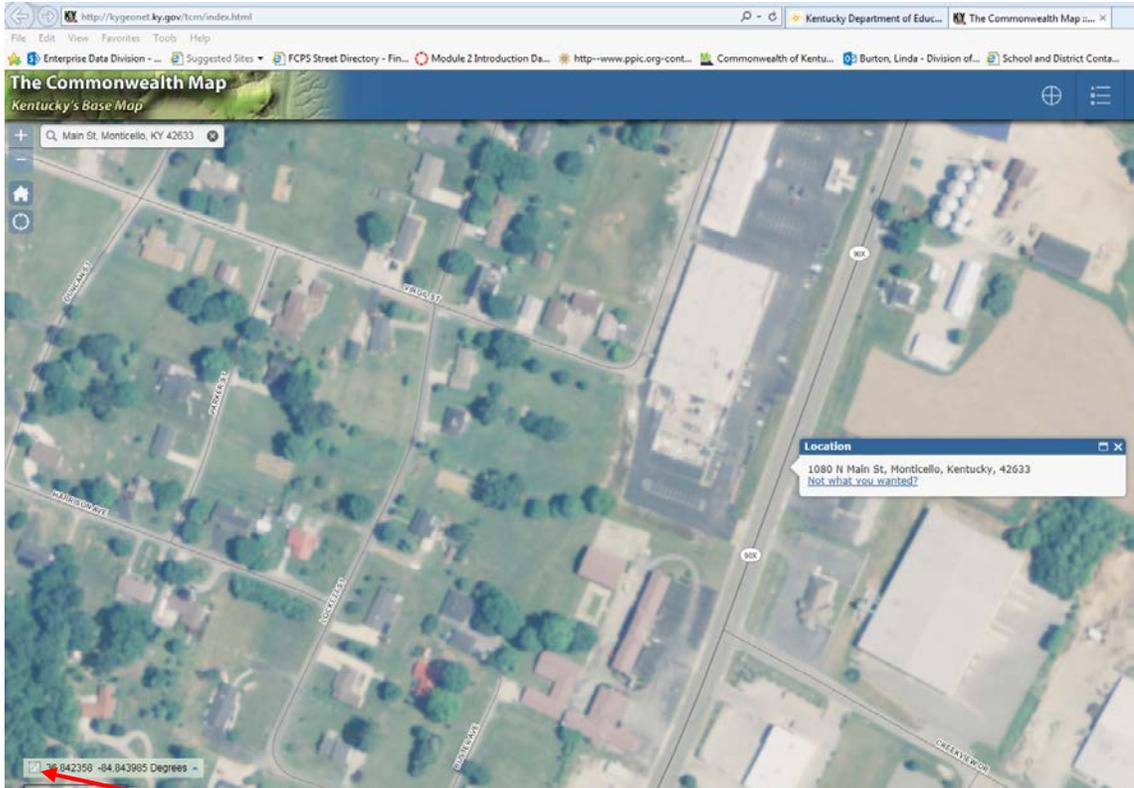


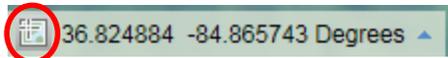
Steps to get the geographic coordinates for your school's front door (Rev. 3/18/2016)

New process this year: You will email the coordinates to KDE vs loading them through a web application as done in past years.

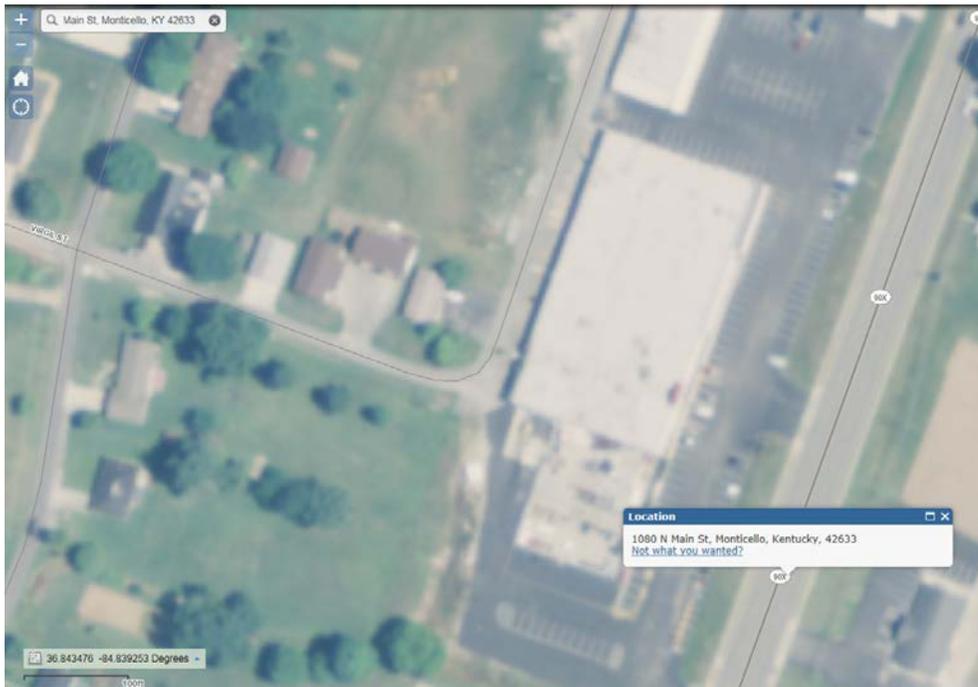
1. Click [here](#) to access Commonwealth Map. In the search box located in the upper left corner, type in your school's address and press **Enter**. You should see an aerial map showing your school. You may need to adjust the map slightly.



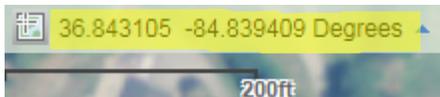
2. Click on the cross icon located in the lower left corner of your screen (Coordinates box).



- Using your mouse, position the cursor on the front door of your school and click. The coordinates for your school's front door will display in the Coordinates box.



- In the Coordinates box, position your cursor to the left of the first number, click, hold and drag to highlight the coordinates. Then, right click and select Copy.



- Paste the coordinates into the body of an email message, by right clicking and selecting Paste and send it to kdedatarequest@education.ky.gov.

Submit any questions regarding the coordinates for your school's front door to kdedatarequest@education.ky.gov.