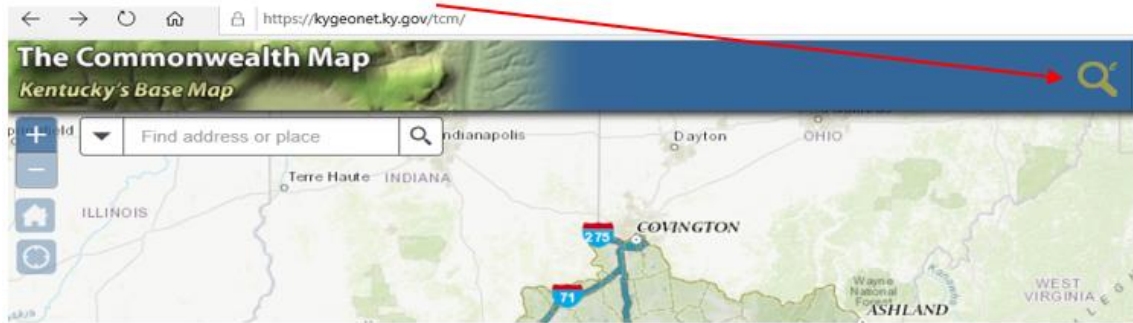
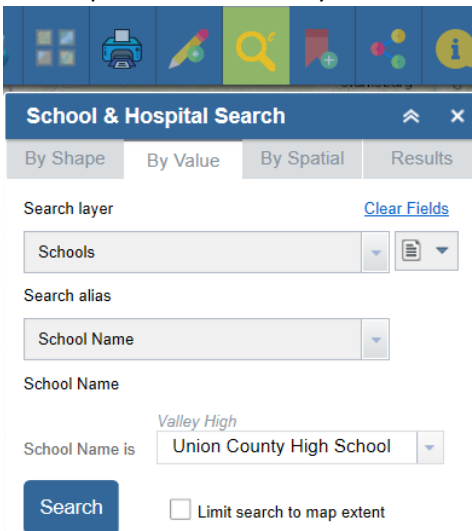


## Steps to verify the coordinates for your school's front door with the School Locator Tool (Rev. 5/1/2024)

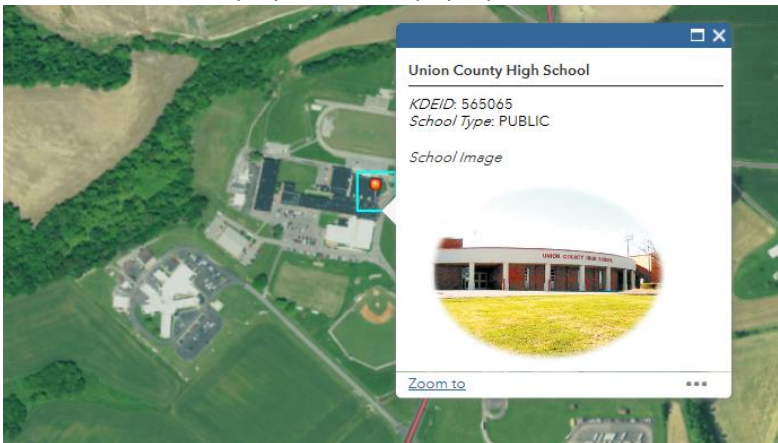
1. Go to the [Commonwealth Map](#).
2. Click on the magnifying glass located in the blue bar at the top of your screen.



3. The School & Hospital Search tool will open. Be sure it is set to the By Value tab. In the box labeled School Name is, type the name of your school. As you type, potential school names will appear in the drop down box. Select your school and click the Search button. You will see small red pinpoint.

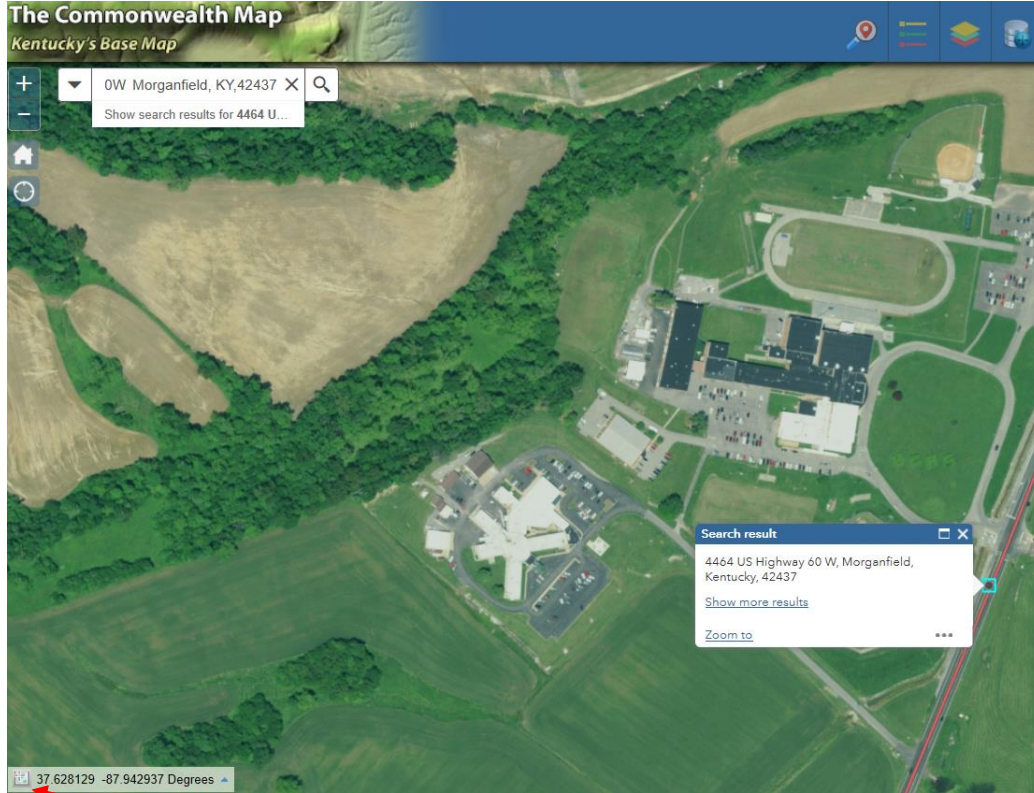


4. Hover over the red pinpoint and a pop-up will show the school name, picture and KDEID.



If all information is correct and the pinpoint is in the correct location to mark your school's front door, the verification is complete, and no further action is needed. If the information is not correct, missing the school picture, or if the pinpoint does not mark the correct location of your school's front door, move on to step 5.

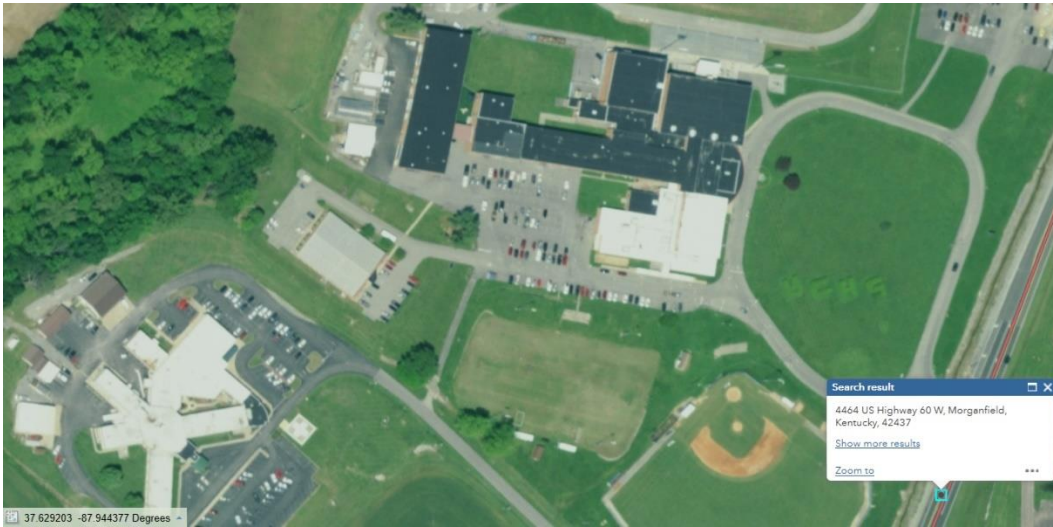
5. Go to the [Commonwealth Map](#). In the search box located in the upper left corner, type in your school's address and press **Enter**. You should see an aerial map showing your school. You may need to adjust the map slightly.



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



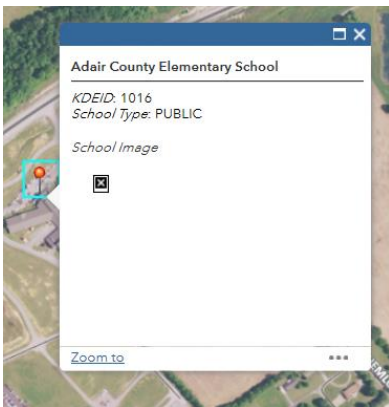
- Using your mouse, position the cursor on the front door of your school and click. The coordinates for your school's front door will display in the Coordinates box.



- 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 [KDE Data mailbox](#).
- If your school's front door image is not showing, please send a picture to [KDE Data mailbox](#).



Submit any questions regarding the coordinates for your school's front door to [KDE Data mailbox](#).