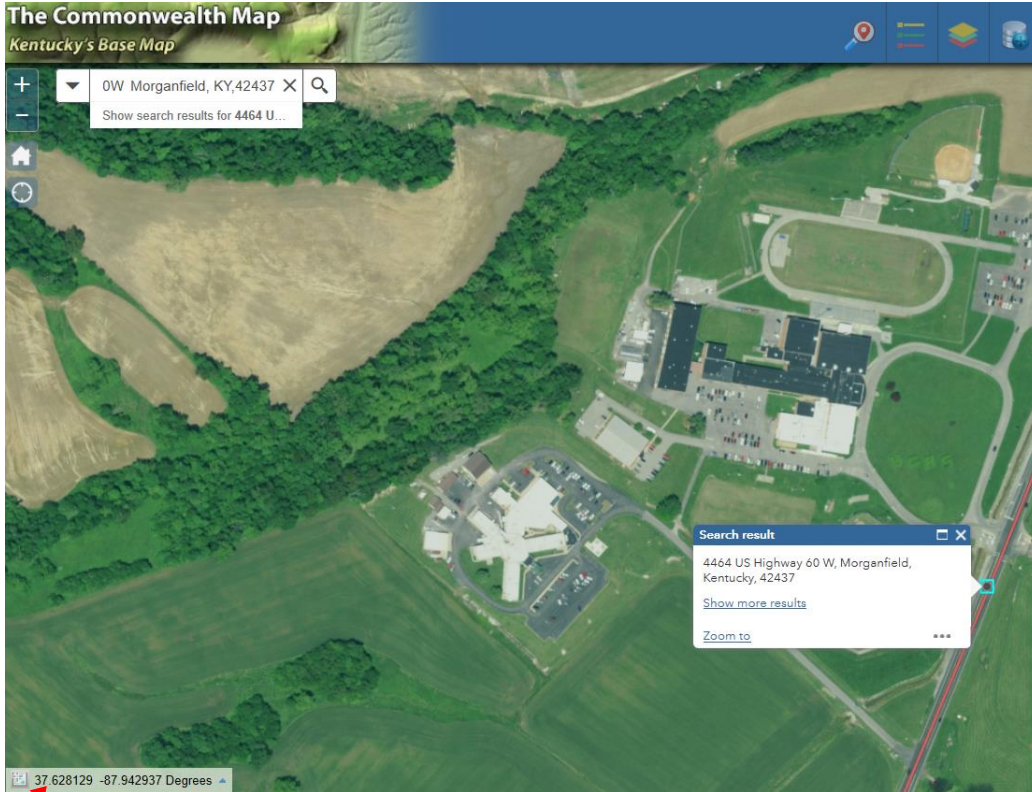
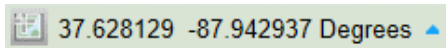


Steps to finding the geographic coordinates for your school's front door using the Commonwealth Map
(Rev. 5/1/2024)

1. From the Commonwealth Map, adjust to the correct location.



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



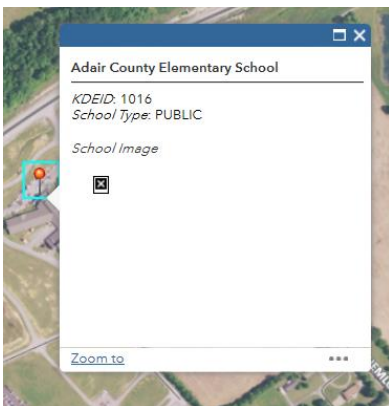
- Using your mouse, position the cursor on the front door of your school and click. The coordinates for your school's front door will display in the Coordinates box.



- 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 [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](#).