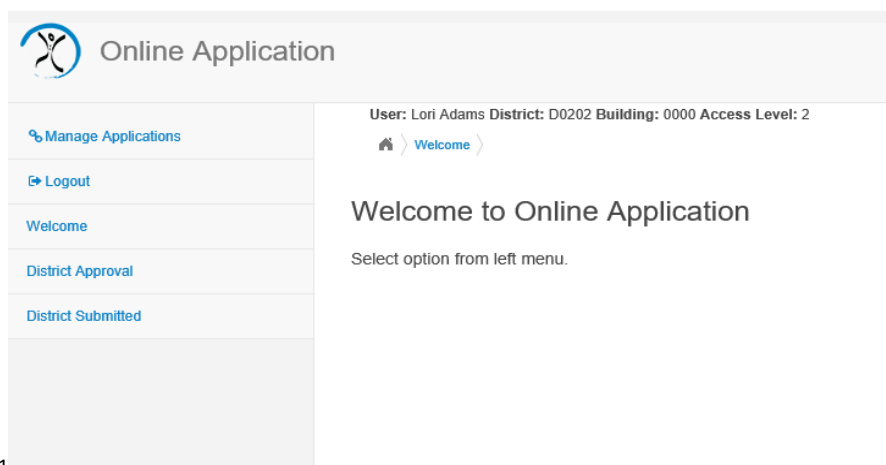


*If a blank screen is displayed, and you are using Google Chrome, switch your browser to Firefox or Internet Explorer

GENERAL INSTRUCTIONS ONLINE APPLICATION FORMS FOR DISTRICTS

- Applicant completes the form and “submits”.
- Specific applications will need a district verification to be completed: experience, mentoring, assignment, etc.
- Access to complete the district verification portion is through the [KSDE Authenticated Application system](#)
 - the authenticated application is called “License Application”
 - Applicants can designate a building principal or the superintendent to receive notification of a pending application
 - Principals may need to do a “manage my account” to request access to “License Application”
- When License Application is opened, the following screen will appear (screen shot #1). Choose District Approval to display a pull down of all pending application forms (screen shot #2).



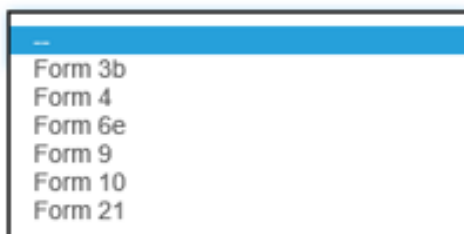
Screen #1

Screen #2

The drop down menu displays each application form number.

If a form number appears in your pull down it means there is at least one pending application waiting your approval. Select the form number to produce a list of the specific pending applications(s) for you to approve.

Form Number



- Click on the Form number to open up a list of all pending applications for that particular form. A grid will display showing the pending applications (Screen shot #3). Choose the “Select” button from the grid to open up the application. Complete all requested fields.
- When complete, choose the “submit” button. The application will then be forwarded to the next step in the process. The application will receive an e-mail notification.

The drop down menu displays each application form number.

If a form number appears in your pull down it means there is at least one pending application waiting your approval.

Select the form number to produce a list of the specific pending applications(s) for you to approve.

Form Number

1									
	Student ID	SSN	First Name	Last Name	Date Submitted	District Submitted	Institution	PC Code	University Notes
Select	1234	654-82-1973	Travis	Trial	3/3/2016	3/3/2016	16023		

Screen #3