



Categorical Aid Personnel Hand Approval Request

There are situations when permanent employees have the needed qualifications for a position, but the KSDE system does not accept them as submitted. This form is to provide additional information in order that KSDE may determine eligibility for reimbursement. Local position numbers and KSDE ID numbers are needed to apply the hand approval in the CAPS system.

Date submitted:

LEA (District/Coop/Interlocal) Name:

LEA #:

Request submitted by:

Phone:

Email:

Position Information

Session seeking approval for: Summer Session

Regular Session

Position type:

Local Position # in CAPS:

Area (2 digit code):

Lower Level:

Upper Level:

Location (Name of Building(s) or "Itinerent"):

Required endorsement/License/Certification for the position (can be completed by KSDE):

Person needing Hand Approval

KSDE ID # (NOT SSN):

Person's Name:

Endorsement/License/Certification held by personnel:

Why is this person qualified for the position:

KSDE ONLY

Comments:

Approved:

Date:

Length of approval:

Permanent (does not need to be resubmitted)