

## Addition of Degree to Licensure Records

\*This form should NOT accompany or be used in place of an application for renewal or added endorsement.

<b>1. Last 4 Digits of Social Security Number or Teacher ID</b>		
<b>2. Legal Name</b>	<b>3. Birthdate</b> (MM/DD/YYYY)	
<b>4. Email Address</b>	<b>5. List all prior names</b> (maiden, alias, previous married, etc.)	
<b>6. College/University where degree was earned</b>	<b>Year</b>	<b>State</b>
College/University where degree was earned	Year	State
<b>7. Delivery Method of Official Transcripts</b> Please check one <input type="checkbox"/> <b>Mail</b> See Address Below <input type="checkbox"/> <b>Email</b> send directly from college/university to <a href="mailto:etranscripts@ksde.org">etranscripts@ksde.org</a>		
<b>8. I certify that the information presented is true and complete to the best of my knowledge.</b>		
_____ Signature of Applicant	_____ Date	

**Mail to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building,  
900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212.**

Please do not mail official transcripts directly to our office without this form attached. Some colleges/universities may stamp a transcript 'Issued to Student' when it is mailed to you. This is acceptable.

Photocopies, printed electronic transcripts, or grade reports are NOT official.

Please be advised that this form will only serve to update your education information. This form DOES NOT serve as an application for any license action (initial license, license renewal, or added endorsement). If you need to complete a license action, please visit the license applications page on the KSDE website: <http://www.ksde.org/Default.aspx?tabid=352>

You can view, save or print a copy of your license online at License Look-up at <https://svapp15586.ksde.org/TLL/SearchLicense.aspx>. Enter the requested information and hit "search". When the search is completed, your license information page will display and you will see a button to "Print License". You may save a PDF and/or print a copy of your license using the Print License button. This license is considered official for district purposes.