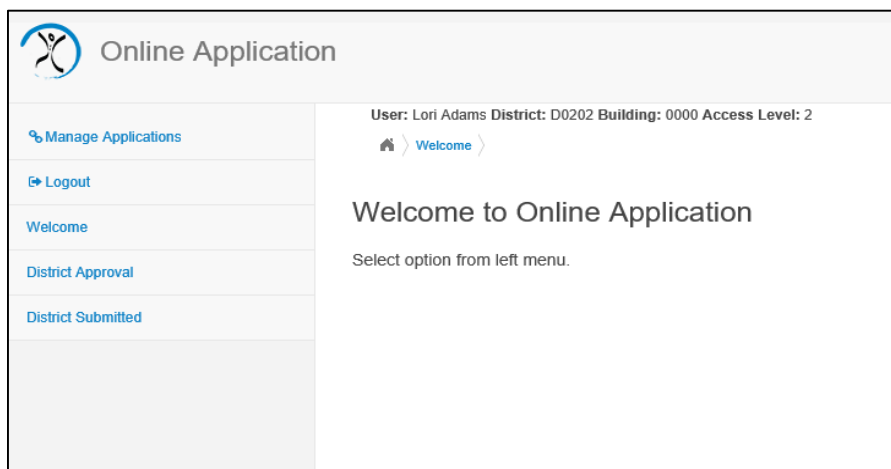


*If a blank screen is displayed, and you are using Google Chrome, switch your browser to Firefox or Internet Explorer

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”
 - Superintendents must approve access, similar to any KSDE Application
 - Teachers should not be requesting access to this version of License Applications – If teachers are requesting access please redirect them to Public Authenticated Applications. See “General Instructions for Online Applications-For Applicants” on our website.
- 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

A screenshot of a dropdown menu with a blue header bar. The menu is open, showing a list of application form numbers: Form 3b, Form 4, Form 6e, Form 9, Form 10, and Form 21.

Form 3b
Form 4
Form 6e
Form 9
Form 10
Form 21

- 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.

Screen #3

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
<input type="button" value="Select"/>	1234	654-82-1973	Travis	Trial	3/3/2016	3/3/2016	18023		