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](image1)

![Screen #2](image2)
• 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