



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 reimbursement 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: _____ Position # in PCA: _____

Area (2-digit code): _____ Lower Level: _____ Upper Level: _____

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

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)

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