

**LCMS – Kansas District  
Official Transcript Request  
License Renewal**

<b>Name:</b>	
<b>School/Location:</b>	
<b>Contact Phone Number:</b>	
<b>Date Your License Expires:</b>	

<b>Address Where Transcript Should Be Mailed</b>	
<b>Name of School:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Attention:</b>	

<b>Request for Transcript</b>
<p>I would like to request a copy of my professional development points and hours. I understand that this transcript will include any coursework I've taken or points I've received through in-service activities. I need to submit the paperwork to the Kansas State Department of Education in the near future because my current license will expire. Please notify me if there is anything else you need to complete my request. I look forward to hearing from you. Thank you.</p>
<p><b>Notes:</b></p> <p><b>You must have a current Individual Professional Development Plan (IPDP) and license on file at the Kansas district office in order to receive your transcript for professional development points.</b></p> <p><b>In addition to receiving your transcript from the district office, you also need to download an application from the KSDE website and pay a license renewal fee.</b></p>

<b>Employee Signature Verifying Accuracy of Above Information</b>