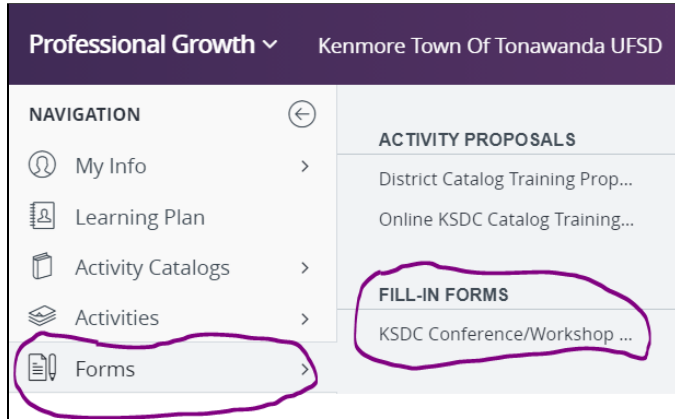


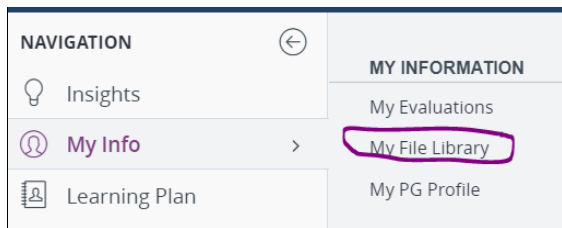
## KSDC APPLICATION FOR OFFSITE HOURS

Log into Frontline, Click on **Forms** and then Click on **KSDC Conference/Workshop Request form** under **Fill-In Forms**.



Fill out the **KSDC Conference/Workshop Request** Form making sure to click the Submit button at the bottom of the form. Your request will be approved if appropriate and after you have completed the conference/workshop you will need to upload a Certificate of Completion to your Frontline account.

Log into Frontline, click on **My Info** and then on **My File Library**



Click on the **Add File** button to upload a Certificate of Completion. We will review your information and give Final Approval. You will then view your credits in the My Portfolio section of your account and/or your Transcript.

