

MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: October 14, 2025

Re: Additional Student Forms

Dear School Administrators,

KBC has implemented a new feature called **Additional Student Forms** located on your students record through the school portal. It is imperative you choose the correct document and upload it in its assigned upload panel.

- Program Transfer Form
- Enrollment Correction Form
- Student Extra Curricular Hours (Show, Field, and Charity)

To locate the above forms:

1. Choose the students record you wish to update
2. Click the ellipsis (three dots) to right of the student's name
3. Select **Additional Student Form**
4. Choose the blue underlined form you wish to open in adobe to edit.

Once the document has been fully completed, log back in, repeat the previous steps 1-3 and upload the form in the panel that matches your document.

Please see the screenshots for our *test student Road Runner* below. If you have any questions or concerns, email our team and it will be our pleasure to assist you.

Hours for September 2025 Save Submit

Runner, Road 3012199, Student Enrollment - Esthetics		Pending Completion Associated On 05/29/2025
<input type="text" value="Regular"/>	<input type="text" value="Charity"/>	<input type="text" value="Show"/>
<input type="text" value="Field Trip"/>	Monthly Hours 0	Total Completed 515

- Add Student Photo
- Additional Student Forms**
- Amend Student Account
- Graduate Student
- Graduate Student Grad Date
- Update Student Information
- Withdraw From School
- View License Activity

School Form Downloads

First Name: Last Name:

Link for Program Transfer Form

[Program Transfer Form](#)

Upload Program Transfer Documents

Link Enrollment Correction Form

[Enrollment Correction Form](#)

Upload Enrollment Correction Documents

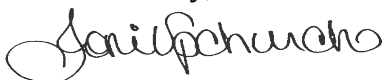
Link Certification of Student Extracurricular Hours

[Certification of Student Extracurricular Event Hours](#)

Upload Certification of Student Extracurricular Hours Documents

Signature of School Representative: Date:

Sincerely,



Joni Upchurch
Executive Director