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INDEPENDENT SCHOOL DISTRICT #720
SHAKOPEE, MINNESOTA
REQUEST FOR COURSE PRE-APPROVAL
*Credits **MUST** be approved prior to registration for the course*

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INSTRUCTIONS:

- Complete this form for each course you are planning on taking (unless the course has already been pre-approved as part of your pre-approved Graduate/Master's program) and submit to Human Resources for approval. A copy will be returned to you for your records. You may attach a course description to this form.
- You must have pre-approval before registering for a class/workshop if you wish to have the credit apply towards a lane change.
- You **MUST** attach a description of the course and/or a syllabus.
- Courses that the district pays for are not eligible for lane advancement.
- **NOTE:** The collective bargaining agreement between the District and the SEA does restrict certain types of coursework:
  - Online course(s): These courses must be part of a pre-approved Master's program. Attach a course description and attach an explanation of why you are requesting approval of the online course. Failure to provide documentation and an explanation will result in non-approval of the course.
  - Video, independent study, distance learning, or correspondence course(s): These courses are not accepted.
- Contact Human Resources at x5008 if a question arises regarding approval/interpretation.

NAME: **ID#:**   **BUILDING:**

SUBJECT(S) NOW TEACHING: **DATE:**

GRADUATE PROGRAM/MAJOR:

NAME OF COLLEGE/UNIVERSITY OFFERING COURSE:

DEPT	COURSE #	*COURSE TITLE	SEMESTER*/ YEAR OR DATES	GRAD/ POST GRAD	NO. OF SEM. CREDITS

Is this course sponsored by another organization (e.g. Learner's Edge, TOM)? If so, what organization?

Is this course in your field of teaching? **Yes**   **No**

Is this course an online, video, or correspondence (distance learning), independent study course?

Yes   **No**   Type of course:

If this course is not in your field of teaching, attach a course description and an explanation of why you are requesting an exception to the District's practice of not approving courses outside of your field of teaching. *See Notes above.*

To be completed by Human Resources

Course is: ☐ **APPROVED**   ☐ **NOT APPROVED**

Meets Requirements for a lane change to: _____

Comments: _____

_____

SIGNED:_____   **DATE:**_____
                    Human Resources