

Desert Sands Unified School District
STAFF DEVELOPMENT
PRIOR APPROVAL FOR LOWER DIVISION COURSEWORK
(Course #'s 100, 200 or no course number)

1. Applicant must complete all requested information on this form and submit for approval or denial at least 10 days prior to the start of course.
2. Submit this form and course description to the **Assistant Superintendent of Educational Services** who will process and forward to Certificated Personnel Services.
3. The Certificated Personnel Office will retain the original request and will forward the pink copy to applicant.

Name: _____ Date: _____

School: _____ Present Teaching Assignment: _____

College/University: _____ Date of Coursework: _____

Course Title: _____

Course Number: _____ Units: _____ Quarter _____ Semester _____

College/University: _____ Date of Coursework: _____

Course Title: _____

Course Number: _____ Units: _____ Quarter _____ Semester _____

College/University: _____ Date of Coursework: _____

Course Title: _____

Course Number: _____ Units: _____ Quarter _____ Semester _____

Please indicate an X in one of the following:

- _____ 1. This request is relevant to my present teaching assignment.
- _____ 2. This request allows me to expand my assignment range within the District.
- _____ 3. This request reflects the goals and objectives stated within the Professional Growth Philosophy.

COMMENTS: _____

_____ Approval (by Asst. Supt., Educational Services within 5 days)

_____ Denial

Signature _____ Date: _____

_____ Approval (by Asst. Supt., Personnel Services within 5 days)

_____ Denial

Signature _____ Date: _____