

INDEPENDENT SCHOOL DISTRICT #720
SHAKOPEE, MINNESOTA

REQUEST FOR COURSE PRE-APPROVAL

*Credits **MUST** be approved prior to registration for the course*

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:

BUILDING:

SUBJECT(S) NOW TEACHING:

DATE:

GRADUATE PROGRAM/MAJOR:

NAME OF COLLEGE/UNIVERSITY OFFERING COURSE:

DEPT	COURS E NO.	*COURSE TITLE	SEMESTER*/ YEAR or DATES	GRAD/ POST GRAD	NO. of SEM. CREDITS
			Semester	Ed Level	
			Semester	Ed Level	

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: _____

Human Resources

DATE: _____

White: Teacher

Yellow: Human Resources