

**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 the course.
2. Submit this form and course description to the **Assistant Superintendent of Personnel Services** who will process and forward to Assistant Superintendent of Educational Services.
3. The Certificated Personnel Office will retain the original request and notify the applicant of approval or denial.

Name: _____ **Date:** _____

School/Site: _____ **Present Teaching Assignment:** _____

College/University: _____	Date of Coursework: _____
Course Title: _____	
Course Number: _____	# of units: _____ Quarter _____ Semester

College/University: _____	Date of Coursework: _____
Course Title: _____	
Course Number: _____	# of units: _____ Quarter _____ Semester

College/University: _____	Date of Coursework: _____
Course Title: _____	
Course Number: _____	# of units: _____ Quarter _____ Semester

Please check one of the following:

- This request is relevant to my present teaching assignment
- This request allows me to expand my assignment range within the District

COMMENTS: _____

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DENIAL (by Asst. Supt., Educational Services within 5 days)
Signature _____	Date _____
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DENIAL (by Asst. Supt., Personnel Services) within 5 days)
Signature _____	Date _____