

**Desert Sands Unified School District
STAFF DEVELOPMENT
PRIOR APPROVAL FOR UPPER DIVISION COURSEWORK
(Course #'s 300 – 1000)**

1. Applicant must complete all requested information on this form.
2. Submit this form and course description to **IMMEDIATE SUPERVISOR** for signature at least 10 days prior to the start of the course.
3. Prior to the beginning of the coursework, submit original copy of signed Prior Approval Form to the Certificated Personnel Office with course description attached.

Name: _____

Date: _____

School/Site: _____

Present Teaching Assignment: _____

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

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Course Title: _____	
Course Number: _____	# of units: _____ Quarter _____ Semester

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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 immediate supervisor within 5 days)
_____ Signature of immediate supervisor	_____ Date