

**Prior Approval Request Form
Academic Study Program Reimbursement
USD 330 MISSION VALLEY**

The purpose of the USD 330 Mission Valley Academic Study Program is to develop highly qualified teachers for the benefit of Mission Valley Students.

Due Dates for Prior Approvals
 Fall Session.....August 1st
 Spring Session.....December 1st
 Summer Session.....May 1st

***Please complete this form fully. Once completed submit it to your building principal.**

NAME OF STAFF				DATE	
COURSE NAME				COURSE CODE	
INSTITUTION				# OF HRS	
SESSION (CIRCLE)	FALL	SPRING	SUMMER	COST PER CREDIT HR	
START/END DATE	FROM:	TO:		\$ AMOUNT REQUESTED	
Is this course for graduate credit?				YES	NO
Is a Graduate/Doctorate Plan of Study on file with USD 330?				YES	NO
Can this course (hours) be used for recertification?				YES	NO
Is this course in your assigned area?				YES	NO
Is this course in an area that you are currently endorsed in?				YES	NO
Will this course be used toward an endorsement or Master's Degree?				YES	NO
Does this course have a direct relationship to the need of the district? *If YES, please explain:				YES	NO
Will this course directly benefit the overall well-being of the district? *If YES, please explain				YES	NO
Is this course (hours) from a nationally accredited education institution?				YES	NO
Is other educational assistance being used to pay for this course? Example: Grants and/or scholarships				YES	NO

FOR OFFICE USE ONLY

DATE RECEIVED

Approved: **YES** **NO** **DATE:**

Building Principal Signature: _____

Approved: **YES** **NO** **DATE:**

Superintendent Signature: _____ (September 2018)

