

Independent School District No. 138  
North Branch, MN 55056

**PRIOR COURSE APPROVAL for DISTRICT CREDIT**

Staff Development Funds may not be used for district credit.

1. Teacher's name \_\_\_\_\_
2. Course Name \_\_\_\_\_
3. Number of district credits \_\_\_\_\_
4. Dates course will be taught \_\_\_\_\_
5. In what areas are you licensed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What is your current teaching assignment? \_\_\_\_\_
7. How is this course germane to your current assignment?
8. Name the district or building goals or objectives related to this course.
9. Does this course duplicate a course you have previously taken? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_
11. Principal's approval:
  - a. This course meets district, building, or principal approved teacher goals.
  - b. The course is not paid for by the district. The teacher is not being paid by the district or a grant.
  - c. The teacher is attending the course outside of normal contract hours.
- Principal's signature \_\_\_\_\_ Date \_\_\_\_\_
12. Superintendent's signature \_\_\_\_\_ Date \_\_\_\_\_

*Final approval by the Superintendent is contingent upon receipt of payment and review of district notification validating successful completion of the above district course.*

**A copy of this approved form and a check made out to North Branch Schools for \$75.00 per district credit should be paid on the first day of class.**