

## Team Request for Approval (A) Curriculum or Assessment Development

Please complete and submit form to your site principal for approval prior to meeting.

- Request for:**             **Curriculum Writing Pay** (summer)  
(Check one)             **Sub Days** (school year)



**Course Title:** \_\_\_\_\_

**Team Members:** \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Proposed Meeting Information:

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

⇒ Please be prepared to submit the following at the conclusion of the meeting:

- Post-Meeting Documentation Form (B)** with the following attachments:
- Agenda**
- Sign in sheet**
- A copy of the product that resulted from the meeting (assessment, curriculum, etc)**

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### To Be Completed by Principal:

**Principal :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request:**

- Approved**  
 **Not approved - Reason:** \_\_\_\_\_

\_\_\_\_\_

**Principal Signature**

*\* Please file a signed copy at the school site.*