

### **In-Service Courses and Graduate Courses Outside of District**

When taking any classes that are offered outside the school district, teachers must receive approval from Human Resources to take the class or course. Teachers are asked to complete the In Service or Graduate Course Approval form **prior** to signing up for any class. The form is in blue and is available in any teacher workroom, main office or at Human Resources. Complete the form and return it to Lisa Schneider in Human Resources.