

What is **PRIOR APPROVAL?**

Prior Approval is done through Granite. This credit is given by the teacher on-boarding office for out of district trainings, conferences, or online courses. If you are able to register for a class through MIDAS, you will not be given prior approval for it.

If you are thinking you would like to take a course for credit, at least 2 weeks **BEFORE** taking the course you must:

1.

Fill out the Prior Approval Form
(see below)

2.

Send the form & the itinerary to:

Teachers: Laurice Larsen -

Ldlarsen@graniteschools.org

Administration: Marilee Evans -

Mevans1@graniteschools.org

If your Prior Approval is approved:
You will receive an email saying that it is approved and then it will be sent to Human Resources.

Click Below for the Prior Approval Form