



STEP 1: Campus Approval form is to be completed by the Education Preparation Program Coordinator/Supervisor with program information:

PROGRAM INFORMATION <i>To be filled out by Education Preparation Program</i>	
University Requesting Placement:	
Course Name & Number:	
University Professor Requesting:	
Number of Students Anticipated:	
Hours of Assignment:	
Begin Date Requesting:	
End Date Requesting:	
Campus Requesting:	
Teacher Requesting:	
Program Coordinator/ Supervisor Name & Signature:	Date:

STEP 2: Campus Approval form must be sent via email to the requesting campus principal for approval. Principal is to fill out following Assigned Campus Information:

ASSIGNED CAMPUS INFORMATION <i>To be filled out by Campus Principal or Associate Principal</i>	
Assigned Teacher:	
Campus Principal:	
Principal Signature:	Date:

STEP 3: Campus principal will route approved campus approval form to EPP Coordinator/Supervisor.

STEP 4: EPP Coordinator/Supervisor will route completed campus approval form to Human Resources department for background screening and processing:

Sulieng Contreras, HR Manager – scontreras@dentonisd.org

Human Resources Approval Signature:	Date:
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