



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:	
Program Coordinator/ Supervisor Name & Signature:	Date:

STEP 2: Campus Approval form must be submitted to the Fine Arts Director & Assistant Director for campus assignment and approval:

Mr. Eddy Russell, Fine Arts Director – erussell@dentonisd.org
and Ms. Kelley McGee, Assistant Director – kmcgee@dentonisd.org

ASSIGNED CAMPUS INFORMATION <i>To be filled out by Fine Arts Department</i>	
Assigned Campus:	
Assigned Teacher:	
Campus Principal:	
Fine Arts Approval Signature:	Date:

STEP 3: Fine Arts Department will route completed Campus Approval form to the Human Resources department for background screening and processing:

Sulieng Contreras, HR Manager – scontreras@dentonisd.org

Human Resources Approval Signature:	Date:
-------------------------------------	-------