

ABERDEEN SCHOOL DISTRICT NO. 5**PRIOR APPROVAL PROCESS**

A Prior Approval Form should be submitted to the Supervisor 15 days in advance of travel date(s). Prior Approval is needed under the following circumstances:

- When you are traveling on behalf of the district outside of your building or classroom.
- When you are taking part in a training or other activity that will incur an expense.

District funds cannot be committed until approval is granted.

Employees

1. Download and complete the fillable form from the website under Our District / District Forms/ Business Office Forms/ Prior Approvals.
2. Provide all requested information. (Incomplete information will result in delay and possible denial.)
3. Digitally or wet sign the form. (If you have not set up a digital signature a tutorial is available for reference.)
4. Submit the digitally or hard copy signed form to your immediate supervisor via email.

Supervisors

1. Determine how the request can be funded – Building or Program. Communicate with program manager, if needed, for more information.
 - a. If Building Funded (or union related), email to dshaw@asd5.org in Superintendent's Office. **It must be coded or noted as union related.**
 - b. If Program or Grant Funded, email to the correct administrator for coding.
2. Communicate your recommendation to the employee and whether it's appropriate to begin making arrangements, such as registrations or arranging for a substitute.

Program Administrators

1. Review, complete, and digitally sign the form.
2. Email the form to the superintendent.
3. If recommendation is "No," notify both the supervisor and the employee of your decision.

Superintendent's Office

1. Makes a final determination.
2. Completed form is then emailed to priorapproval@asd5.org.

Receptionist/Coordinator

1. Review the completed form and file it for record keeping.

Program	Administrator	Email
Special Education	Stefanie Lamont	slamont@asd5.org
Teaching & Learning, Technology	Traci Sandstrom	tsandstrom@asd5.org
Title 1 / LAP	Traci Sandstrom	tsandstrom@asd5.org
CTE, GEARUP, Skills Center, 21 st Century	Lynn Green	lgreen@asd5.org
Highly Capable	Dan Olson	dolson@asd5.org
ELL	Jamie Stotler	jstotler@asd5.org
McKinney-Vento, Indian Education	Ruth Erwin-Svoboda	rerwin@asd5.org
All Other Non-Building Funded	Elyssa Louderback	elouderback@asd5.org
WA Kids	Amber Melville	amelville@asd5.org
Interpreter	Julie Minsker	jminsker@asd5.org
Migrant	Ruth Erwin-Svoboda	rerwin@asd5.org
ECEAP	Sarah Teveliet Channel	schannel@asd5.org