



## PRE-APPROVAL REQUEST for Lessons & Tutoring Services

**Sign & Return Form to Raven**

Requisition #
Family #

This form is to request approval from your advisory teacher to enroll in lessons and/or tutoring services for **one semester at a time**, ensuring the lessons/tutoring align with your ILP and sufficient funds are available in your account.

If the box is checked to authorize YKSD/Raven to pay for the services, this form *does not authorize* the vendor to begin services and invoice YKSD/Raven. Only a Purchase Order issued from YKSD can authorize services to be provided and obligate YKSD financially for those specified services.

<input type="checkbox"/>	<b>I authorize <u>Raven to pay</u> for these lessons directly from my family account. (<i>Purchase order</i>)</b>
<input type="checkbox"/>	<b>I will pay the vendor directly &amp; would like to be <u>reimbursed</u> for these lessons from my family account.</b> <i>(Please check only one)</i>

Family Name \_\_\_\_\_ Raven Teacher \_\_\_\_\_  
 Vendor Name \_\_\_\_\_

Student Name(s) <small>(Please Print Information)</small>	Type of Lessons	Beginning Date of Lessons	Ending Date of Lessons	Day of Week & Times of Lessons	Number of Lessons	Cost per: Lesson Month Semester <small>(circle one)</small>	Total Cost

\_\_\_\_\_ My initials verify this independent tutor is not related to my family as required by Alaska statute 14.03.310(e).

\_\_\_\_\_ My initials verify that I understand that this form must be submitted to Raven Homeschool and I cannot start lessons or tutoring until the vendor has received a YKSD Purchase Order.

Total Amount	
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Parents, in order to assure direct payment to the vendor (Purchase Order) or for a Reimbursement to be issued to you, this form must be completed and submitted **PRIOR** to the start of lessons or tutoring.  
**\* Raven Homeschool cannot pay family members for tutoring or other services on behalf of your student. AS 14.07.310(e)**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_