

OCEANSIDE ONLINE COURSE APPROVAL FORM

Reminder: A maximum of **four** online courses will be allowed per year with a limit of one registered course during each of the following periods:

September-January

February-June

July

August

Name: _____

Grade/Subject and School: _____

Date: _____

Title of Course: _____

Course Dates: _____

Credits or Hours _____

Relationship of Course to Practice: _____

Approved: Principal, Director or Supervisor

Please attach the following documentation to the form and send to the Oceanside Professional Development Center at School #6:

- Course syllabus and/or scope & sequence
- List of required readings
- Evidence of weekly assignments and course expectations
- Learner outcomes that will impact classroom practice
- Resource and websites that are one click, active links, relevant to course and adhere to copyright laws
- Evidence of opportunities for consultation with instructor
- Provide organization credentials clearly identifiable, having university affiliations and/or BOCES or Teacher Center approval

You will be notified by email if the online course has been approved or not by the Online Staff Development Policy Board Evaluation Committee. If approved, you may then register for the course on My Learning Plan. If disapproved, the reason will be stated in the email.

DO NOT WRITE BELOW THIS LINE

Approved _____ Disapproved/Reason _____
