



**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.

☐ **I authorize Raven to pay for these lessons directly from my family account. (*Purchase order*)**

☐ **I will pay the vendor directly & would like to be reimbursed for these lessons from my family account.**

(Please check only one)

Family Name _____ **Raven Teacher** _____
Vendor Name _____

Student Name(s) (Please Print Information)	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 (circle one)	Total Cost
_____ My initials verify this independent tutor is not related to my family as required by Alaska statute 14.03.310(e).						Total Amount	
_____ 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.							

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 _____