## SMI Supply Request for Classroom Project STEP #1: APPROVAL FORM

Please complete the following information for approval to purchase classroom supplies needed for an upcoming lesson plan you and your mentor teacher would like to implement.

## PLEASE PLAN AHEAD: at least 5 to 7 days advance notice required.

Student's Name	_ Student ID #			
Mentor Teacher's Name				
Mentor Teacher's signature (approval to implement lesson)				
Proposed lesson implementation date				
# of class periods you will teach this lesson #	# of students total			
In which course are you enrolled? (please circle appropria EDUC 3 EDUC 4	ate course listed below)			

**I. Proposed Lesson Plan:** Your proposed lesson plan should explain the purpose and outcome of the lesson. Describe below your proposed lesson plan <u>and</u> attach a formally written lesson plan (5 E or Madeline Hunter lesson design format).

**II. Purchase assistance**: List below items you need SMI's purchasing assistance in order to implement your proposed lesson plan.

ITEMS	QUANTITY

**III. Copying assistance:** If you have instructional materials (i.e. handouts) that need to be copied, please attached those items and complete the grid below.

TITLE OF INSTRUCTIONAL MATERIAL	TOTAL NUMBER OF COPIES	CAN IT BE COPIED BACK-TO-BACK?	SPECIAL INSTRUCTIONS

IV. With my signature, I agree to follow my proposed lesson plan if approved by SMI. Also, I agree to allow SMI to store and share my lesson plan in its Resource Library located both online and in its Resource Center.

Student's Signature	Date	
	SMI OFFICE USE ONLY	
Approved by Not Approved: Explanation	Date	