



LEAD Correspondence School Pre-Approval for Lessons & Tutoring

Requisition Number	Family Number
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- I authorize LEAD 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.

Family Name _____ Teacher _____ Vendor Name _____

Student Name(s) (Please Print Information)	Type of Lessons	Beginning Date of Lessons	Ending Date of Lessons	Times of Lessons	# of Lessons	Cost per Lesson	Total Cost
Total Amt.							

Parent Signature _____ Date _____ Teacher Signature _____ Date _____

Parents, in order to assure direct payment to the vendor (Requisition) or for a Reimbursement to be issued to you, this form must be completed and submitted **PRIOR** to the beginning of lessons or tutoring.

*** LEAD Correspondence School cannot pay family for tutoring or other services on behalf of your student.**