REQUEST FOR PRE-APPROVAL OF A COURSE TO BE USED FOR LANE CHANGE

Name of Teacher seeking Pre Approval: ________________________________
Date of request: ________________________________
Current Lane Assigned on the Salary Schedule: _________

Course Title: ________________________________ Course Number _________

Department Offering the Course: ________________________________

College or University Offering the Course: ________________________________

Is this a Graduate or Undergraduate course? Circle One: Graduate Undergraduate

Semester Credits of This Course: _________

Please Give a Brief Description of the Course:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please State Why You Believe this Course is Germane to your Teaching Assignment:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

______________________
(Signature of Superintendent)        _______________________
(Date of Superintendent’s Signature)

Request Approved          Request Denied

As per Master Agreement:

All proposed lane changes are to be submitted to the Superintendent by June 15 of the preceding school year.

Change in Status: A change in status must be made before September 15 of the contract year. If there is a delay by the degree-granting institution, the teacher shall provide written proof from the said school of courses having been completed or degree completed prior to September 15.

Revised September, 2014