

**VIRGINIA PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792**

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.

