

**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/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)

Circle One: Request Approved Request Denied

As per Master Agreement:

Change in Status: A change in status must be made before September 15 and/or January 31 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 and/or January 31.