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.

Revised December 2019.