

APPENDIX D

Lane Change Class Pre-Approval Form

Prior approval is required, **before classes begin**, to use credit hours towards lane change on salary schedule.

Name (please print): _____

Date Course Starts: _____

College/University: _____

Course Name: _____

Course Number: _____

Course Description: _____

Graduate Credit Hours: _____

Current Lane on Salary Schedule: _____ New Lane on Salary Schedule: _____

Contract year projected for lane change to be completed: _____

Original transcript(s) must be in the Administration Office on or before September 1st of the year to be affected by the advance before a new contract will be issued.

Staff Signature: _____ Date: _____

Approved: Yes _____ No _____

Date: _____

Superintendent's Signature