



Credit Pre-Approval Form Advanced Training

The following information must be submitted to the Human Resources for approval **PRIOR** to taking advanced credit training if such credit is to be applied towards a lane change. **(Please note the provisions in the Master Agreement, Article XI, Section 4).** Courses must be taken for a letter grade unless pass/fail is the only option. Once your program is approved, you still must submit this form for every course that will be applied toward a lane change. Failure to complete this form for any course prior to taking the course will result in no credit given towards a lane change for that course.

Please note that approval of any credits/courses does not excuse the requestor from their duty day or conferences.

Name: _____ **Date:** _____
School: _____ **Grade(s) and subject taught:** _____

Salary schedule lane you are currently on (e.g. BA, BA+15, MA, etc.): _____
 Are you in an approved program for an in-field advanced degree? **Yes** **No**
 Program Title: _____ Post-secondary Institution: _____

COURSE(S)	Course #	Course Title	# Credits	Graduate/Undergrad	College

DATES Beginning date: _____ Est. completion date: _____

****You may only submit courses for one term in advance.****

Must this be submitted to a Committee for approval as an *exception*, as defined in Article XI, Section 4, Subd. 3-5?
Yes **No**

***If yes, attach a statement giving reasons how the successful completion of the exception is "desirable in providing a needed and better education to the students of ISD 13."*

Are these courses to be applied towards a lane change? **Yes** **No**
 To what lane? _____ **Sept.** **Feb.** **School Year** _____ - _____

Teacher's signature

Director of Human Resource's signature/date

Approved **Disapproved**

An Application for a Lane Change form must be submitted to HR in addition to this form to gain approval for a lane change.

OUR MISSION

Columbia Heights Public Schools **create worlds of opportunity for every learner** in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential and develop tools for lifelong success.