

In compliance with the "Master Agreement", I am requesting prior approval for the following course that is to be applied toward a lane change at some future date.

1) TEACHER FULL NAME: _____

(PLEASE PRINT)

_____ is going to be offered by _____

Course Title and #

College

_____ or _____ campus _____

on

off

Site

Semester Hours

Start Date

2) ALL CREDITS MUST BE GRADUATE CREDITS AND CARRY A GRADE EQUIVALENT OF "B" OR HIGHER!

3) BRIEF DESCRIPTION OF COURSE:

4) WHY DO YOU FEEL THIS COURSE IS GERMANE TO YOUR CURRENT TEACHER ASSIGNMENT:

- Current Assignment: _____
- Request by District to take class? Yes _____ No _____
- Part of a Freshwater Master's Program? Yes _____ No _____
- Other: _____

5) MASTER'S DEGREE PROGRAMS: **MUST BE APPROVED IN ADVANCE:**

- Do these credits qualify within a pre-approved advance degree program? YES _____ NO _____
- What date was this Master's Degree Pre-approved? _____

6) SIGNATURE: _____

Teacher Signature

Date of Request

Please check here if you wish a response copy _____

Date: _____ Approved by: _____

Executive Director's Signature

Denied by: _____ Date: _____ Reason: _____

Upon successful completion of this class, a transcript or official grade report is turned into the Executive Director's office and attached to this form. At that time you may request the lane change in writing in accordance with the "Master Agreement." This form should be completed each quarter, semester, or summer school session.