

PRE-APPROVAL/LANE CHANGE FORM

Please complete this form to receive pre-approval for class/coursework taken for lane change purposes. A copy of the form will be returned to you and one will be placed in your file. A signature in the pre-approval column indicates acceptance. When coursework completion documentation is available, a signature will be placed in the completion column. When you have accumulated enough credits to make a lane change, it is your responsibility to inform the Central Office asking for a file review and lane change in writing.

Name: _____

Site: _____

Teaching Assignment: _____

Date: _____

PRE-APPROVAL FORM FOR CREDITS APPLYING TOWARD LANE CHANGE

Coursework	College	Dates	Credit(s)	Pre-Approval	Complete
1.					
2.					
3.					
4.					

Reason for non-acceptance of credit(s) for pre-approval or lane change: _____
