



Advanced Training Program Pre-Approval Form

*****Pre-approval is required before participation*****

Requestor Information

Date: _____

Name: _____

Employee # _____

Location: _____

Grade & Subject taught: _____

Instructions

Complete this form prior to taking courses in an advanced training program if you intend to use the credits toward a lane change. ALL programs must gain approval by the Superintendent prior to beginning the program. Credits gained from a non-approved program are at the Superintendent's discretion for approval to use toward a lane change. This form is required to be submitted before a lane change will be granted. *Reminder: Credits that are paid for by the District are not applicable toward a lane change.* **Submit this form to Human Resources well in advance of enrollment.**

Please note that approval of this advanced training program does not excuse the requestor from their duty day or conferences.

Program Details

A detailed description of the program and included courses must be attached to this form upon submission.

Name of program _____

Post-secondary Institution _____

Beginning date of program _____

Estimated completion date _____

Other information _____

Approval/Denial

This program has been approved.

This program has not been approved. Reason: _____

Signature of Director of Human Resources

Date

****This is to approve the program only – you still need to fill out the pre-approval form for all credits taken prior to taking them.****