

CREDIT PRE-APPROVAL**To: DIRECTOR OF PERSONNEL****FROM:** _____

I am asking pre-approval of the credits listed below. Upon completion of the required number of credits to constitute a lane change, I will ensure that an **OFFICIAL TRANSCRIPT** is forwarded to the Personnel Office.

COURSE #	TITLE	INSTITUTION	SEM GRAD CREDITS	DATE TO BE TAKEN

Date: _____ Signature: _____

COLLECTIVE BARGAINING AGREEMENT: Refer to ARTICLE VII – Credits and Experience, page 12, regarding the explanation of earning graduate semester credits for proposed lane changes. Verification of Master's Programs is also explained in Section 7.1C.

PERSONNEL OFFICE use only:**COMMENTS:**
CREDITS APPROVED: _____

CREDITS NOT APPROVED: _____

Director of Personnel / Assistant Superintendent

Date