

**APPLICATION FOR PRE-APPROVAL OF COURSES**  
For Salary Lane Changes

The requirements for prior approval of credits are stipulated in the Goodhue County Education District Licensed Staff Contract. A summary of eligible courses must be submitted to the District office, along with evidence of course completion, prior to September 1st or February 1st of the year when a lane change is desired. Official transcripts are required for all college courses.

\_\_\_\_\_  
**Teacher Name**

\_\_\_\_\_  
**Building**

I request approval for the courses listed below:

Course #	Course Name	No. of Credits	School	Scheduled Dates

Rationale:

Courses that are approved for lane changes must be completed outside the regular teaching day, paid for without school funds, and no school funds will be received for attendance.

Yes These requested courses will be completed outside the regular teaching day, paid for without school funds, and no school funds will be received for attendance.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher Signature**

Approval granted

Denied

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Director**

Comments: