

**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

Course Description: (can attach description to application)

How will this relate to your position?

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: