

PARAPROFESSIONAL APPLICATION FOR PRE-APPROVAL OF COURSES

For Salary Lane Changes

The requirements for prior approval of hours are stipulated in the Goodhue County Education District Paraprofessional 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/certificates are required for all courses.

Paraprofessional Name_____
Building

I request approval for the courses listed below:

Course Name	No. of Hours	School	Scheduled Dates

Rationale:

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

Date_____
Paraprofessional SignatureApproval granted ☐Denied ☐_____
Date_____
Signature of Director

Comments: