

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 Signature**

Approval granted

Denied

_____ **Date**

_____ **Signature of Director**

Comments: