

Columbus Community Schools

COURSE APPROVAL REQUEST FOR LANE CHANGE

If you are interested in taking a class and using that class to advance on the salary schedule, this form needs to be completed. If this class is part of a masters program, make sure that you have completed the forms approving the program for advancing on the salary schedule as well as this form.

Name: _____ Date: _____

Number of Graduate Hours: _____ College or University: _____

Course Title: _____

Dates of Course (Start/Finish): _____

Is this course part of a **preapproved** graduate degree program? Yes _____ No _____

Course descriptions, programs, schedules, or agendas may be required prior to approval. Transcripts or signed verification of credit forms must be filed after course or activity is completed.

On the back of this form, briefly describe how this graduate course will benefit Columbus students.

Teacher's Signature

Date

Approval towards salary advancement:

Principal/Supervisor's Signature

Date

Superintendent's Signature

Date