



This form does not indicate approval for a lane change. That is a separate form.

Updated June 2020

**FORM TO REQUEST PRIOR APPROVAL OF GRADUATE CREDITS  
(FOR FUTURE LANE CHANGE)**

INSTRUCTIONS:

1. Complete this form. **Sign and date** the form at the bottom.
2. **Submit the form to your supervisor** with the adequate time for review and approval by all parties below **prior to the start date of your course(s)**. (Typically, three (3) weeks minimum)
3. A scan of this form will be emailed to you at your ISD 917 account indicating the approval or non-approval. You will need to **submit this scan/copy with your lane change request**, after the approved credits have been earned.

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Check Type of Credit to be Earned: Semester Trimester Quarter

Total Additional Credits Requested for Prior Approval \_\_\_\_\_

Current Lane Placement\*: \_\_\_\_\_ Proposed Lane Placement: \_\_\_\_\_

\*Ex: BA + 10, you can locate this on the EAC or the yearly Notice of Employment

Explain the relevance of the proposed courses to your job assignment:

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Course Title	Date Span of Course (Ex: // - //)	College/University	Is course In-Person or Online?	Graduate Level? Yes or No	Number of Credits

**Staff's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

-----FOR HR USE ONLY-----

Approved? Yes No District Credit Pre-Approval Date: \_\_\_\_\_