



SOUTHERN PLAINS EDUCATION COOPERATIVE

201 East 3rd St. * Fairmont, MN 56031
 Phone (507) 238-1472 * Fax (507) 238-2361

REQUEST FOR APPROVAL OF COLLEGE CREDITS

(Approve must be received prior to enrolling in the class)

I hereby request approval of the courses listed below for acceptance toward advancement to the next higher level of training on the basic salary schedule. Attached is a description of the courses included.

Teacher _____

Date _____

Course #	Name of University	Name of Course Description	Class Begins e.g. Fall, 10	No. of Credit Hours	Qtr.	Sem.	Aprvd.	Not Aprvd.

The courses listed above have been evaluated in light of the teaching field and the teaching assignment of the individual staff member and have been approved or disapproved as checked (X).

Subd. 2. Lane Transfer: Credits to be considered for application on any lane of salary schedule must be germane to the teaching assignment, as determined by the Director. All credits beyond the Bachelor's degree must be graduate and carry a grade equivalent of B or higher.

- A) Those who anticipate a transfer to the next higher salary lane for the entire school year shall give written notification to the Director by September 10th.***
- B) Those who anticipate a transfer to the next high salary lane for the second half of the school year shall give written notification to the Director by January 10th.***

Upon completion of the courses approved, a transcript of credits or official grade card must be presented to the Director's office.

 Director of Special Education

 Date

- c. Original – Employee personnel file
- Employee