

BIGFORK SCHOOL DISTRICT NO. 38
(Please follow instructions on back)
APPLICATION FOR COURSE APPROVAL
FOR CHANGE OF LANE

Even if you're only *considering* a lane change, please submit this form by April 1st for budgeting purposes

Name: _____ Today's Date: _____ Position: _____
 Request to move on the salary schedule: From: _____ To: _____
FOR LANE CHANGE TO BECOME EFFECTIVE 201__ - 201__ SCHOOL TERM
or
COURSE WORK APPROVAL ONLY _____
THE QUARTER AND YEAR MY COURSES ARE TO BE TAKEN: _____

College	Course #	Title	Qt.Cr Hr	Graduate Cr? Y/N	Sup't Granting Approval	Date App'd by Sup't	Date grades or Trans. Rec'd

Attach a statement explaining how the courses meet **any** one of the following criteria:

- _____ District Goal(s)
- _____ Curriculum Targeted Goal(s)
- _____ Pre-targeted Goal(s) Between Supervisor/self
- _____ Forum Goals

For Office Use Only

Was this form received by deadline date? (Apr 1) ___Y ___N

Date P/R Clerk notified of impending lane change for budgeting purposes _____

Date P/R Clerk notified of final approval _____

COMMENTS:

FINAL APPROVAL (Courses completed and documentation received). Final approval will **NOT** be granted until grades and/or original transcripts are received in the district office.

_____ Superintendent _____ Date

INSTRUCTIONS AND GUIDELINES ON REVERSE SIDE – PLEASE REVIEW AND TAKE NOTE OF IMPORTANT DEADLINES

INSTRUCTIONS

SHADED AREA MUST BE FILLED IN COMPLETELY

IMPORTANT - Even if you are only *considering* a lane change, it is imperative that your information reach the District Office on or prior to April 1. All *possible lane changes* are included in the budgeting process.

1. Application must be made *prior* to enrolling in any course and **prior to April 1 of the previous contract year of the teacher's intention to advance educational lanes on the established salary schedule** if a lane change is to take effect. If application is received after **April 1**, your lane change will not take effect until the following year. **(BAEA- Article VIII, Section 2, Subsection 4)**

2. List all courses you wish to have approved for the required **15 quarter credits** to change lanes along with (1) a statement as to how the course(s) relate to the criteria listed on front-side and (2) a description or summary of each course content. **(BAEA- Article VIII, Section 2, Subsection 6 and Subsection 7)**

3. After each course is completed, attach course grades or transcript; forward all copies to the **Superintendent's Secretary** by **September 30** or sooner. If a transcript is not available by **September 30**, other satisfactory evidence of successful completion of the course will be accepted, pending receipt of the official transcript; however, ***any pay adjustment shall not be made until the official transcript is received.*** **(BAEA- Article VIII, Section 2, Subsection 4)**

4. The Superintendent will indicate final approval of credits allowed for educational increment on the salary schedule, notify the payroll clerk of such final approval and indicate which school year the lane change will become effective. Copies of the final approval will be distributed to the employee and that employee's personnel file.

The BAEA Master Agreement specifically outlines "Placement on the Salary Schedule", **Article VIII, Section 2.**

Please read your Master Agreement carefully