MINNESOTA VALLEY EDUCATION DISTRICT
REQUEST FOR COURSE APPROVAL

Subd. 3. Course Approval All credits, in order to be considered for application on the salary schedule, must be approved by the Director in writing within twelve months of completion of the course. This shall apply only to those courses begun or in progress on July 1, 1993 and thereafter.

DATE _____

To be used in application of a lane change

Name _____

Circle one: College Course Workshop Seminar MTC Course

Other

Course to be taken through _____
Name of sponsoring organization

Proposed clock hours or credits to be earned _____

If college: Course No. _____ Title _____

Beginning date of instruction _____ Ending Date _____

IT IS THE STAFF MEMBER'S RESPONSIBILITY TO BE SURE THAT THE OFFICE RECEIVES THE PROOF OF COURSE COMPLETION.

Course pre-approval date _____

Approved by _____
Director