



## Detroit Lakes Public Schools Application for Approval of Course(s) for Lane Change

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Current Teaching Assignment: \_\_\_\_\_ School: \_\_\_\_\_

1. **PRIOR APPROVAL is needed for all coursework at least 30 days prior to the start of the course. Please include a copy of the course description and/or Master's Program.**  
All courses and degree programs must be germane to the teaching assignment as determined by the district and must be graduate level credits.
2. **Official Transcripts issued by the University are required in order to make a lane change.**  
A grade letter of "B-" or higher must be achieved with the exception of pass/fail courses. In the event of a pass-fail graded course, in order for the credits to be considered, a 'pass' grade must be equivalent to a B grade or higher and be documented as such by the institution offering the course.
3. **Lane Change Deadlines:** Transcripts for completed courses to be considered for Lane Change must be submitted to the Superintendent's office by October 1<sup>st</sup> or February 15<sup>th</sup>.

Start / End Date of Course	Course #	Course Title and Description (attach description)	Name of College or University	Class Format	# of Semester Credits	Approval
Start: End:				<input type="radio"/> Classroom <input type="radio"/> On-Line <input type="radio"/> Blended <input type="radio"/> Other (attach detailed description of format)		<input type="radio"/> Approved <input type="radio"/> Not Approved By: Date:
Start: End:				<input type="radio"/> Classroom <input type="radio"/> On-Line <input type="radio"/> Blended <input type="radio"/> Other (attach detailed description of format)		<input type="radio"/> Approved <input type="radio"/> Not Approved By: Date:
Start: End:				<input type="radio"/> Classroom <input type="radio"/> On-Line <input type="radio"/> Blended <input type="radio"/> Other (attach detailed description of format)		<input type="radio"/> Approved <input type="radio"/> Not Approved By: Date:

4. **Is this course part of your degree program? If yes, select appropriate program:**  Master's  Specialist  PhD
5. **Teacher Statement (required)- Describe how the coursework listed above is germane to your teaching assignment** (attach a separate document if additional space is needed)

<b>Office Use Only</b>	BA+10	BA+20	BA+30	BA+40	BA+50	BA+60	MA	MA+10	MA+20	MA+30+
Date Lane Change Granted: _____										
Transcript Received Y N										