

Sebek School Credit/Lane Change Form

(See Master Agreement Art. VI, Sect. 3, Subd. 2-9)

Name _____

Prior Approval Request:

Date of request: _____

Course Name: _____

Course Number: _____ College: _____

Credits: Quarter _____ Semester _____ (1-1/2 Qtr. Credits = one semester credit)

Rationale (Tell how this course is germane to your teaching assignment):

Granted: _____ Denied: _____ Signature for Committee: _____ Date: _____

Course Completion:

Date Finished: _____ Grade: _____

Verification: _____ Initial (grade slip) _____ Final (Official Transcript)

Date of Transcript: _____ Date Transcript received by Committee: _____

Transcript must be received within 6 months of course completion unless Committee is notified of a problem before 6-month period expires.

Credits approved by Committee: Quarter _____ Semester _____ (1-1/2 qtr. Credits = 1 sem. Credit)

Date approved: _____ Signature for Committee: _____

Lane Change Certification:

Lane change approved by Committee from _____ to _____

Superintendent notified on this date: _____

Copy sent to teacher on this date: _____

Effective date of lane change: _____ September 15 (Superintendent notified by September 1)

_____ March 15 (Superintendent notified by March 1)

Signature for Committee: _____ Date: _____

Appeal Provision to Board of Review: (Within 14 calendar days of Committee decision)

Credit Committee Members: _____ Board of Review: _____

Final decision by Board of Review: