

Please note and plan ahead: All forms are only approved once a month and must be submitted prior to the third Thursday of each month in order to be considered for prior approval.

WASHINGTON COUNTY SCHOOL DISTRICT

PRIOR APPROVAL OF LANE CHANGE CREDIT FORM – Form 503

I. Submit request to District Professional Development Committee (c/o Personnel Office).
Exceptions to Policy #1900 must be submitted prior to course work.

II. Personal Data

Date	Name	School
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Address	City/Zip	Phone
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Current Assignment(s)

Current Lane _____ Lane Applying for _____

Areas of Endorsement

III. Request

I request approval for the following course(s) which does (do) not meet the requirements of Policy #1900 for lane change credit:

<u>Course No.</u>	<u>Course Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

The reasons for requesting this (these) exception(s) are as follows:

IV. Committee Action

- Recommend for Approval
- Not recommended for Approval
- Approval subject to the following conditions _____

DPDChairman

- Not approved
- Approved **Committee recommendation.**
- Returned with recommendations to committee.

Superintendent