
Date Application Completed

Teacher's Name

CENTERVILLE COMMUNITY SCHOOL DISTRICT

REQUEST FOR APPROVAL OF COLLEGE COURSES FOR LANE CHANGES CREDIT

Please submit only one class request per page.

This form requests approval for classes. Prior to June 15 a letter must be submitted to the superintendent if a lane change is to be requested.

1. Courses for which approval is sought:

Title	University	Hrs. Credit	Date of Course (mm/dd/yyyy)	Number of Contact Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Is above course in your pre-approved graduate program in education?

Yes _____ (can stop and submit here)

No _____

3. (If 2 is answered no) - Are courses in your present area of teaching?

Yes _____

No _____

Please explain how the course relates to your present area of teaching: _____

4. Is course on campus? Yes _____ (can stop and submit if (3 & 4) are "yes")

No _____

Superintendent's Approval

Date

For courses fulfilling criteria 2 or (3 & 4), the Superintendent's, but not the administrative team's, approval is required. Administrative team's approval is required if above criteria is not fulfilled. You must complete the remainder of the form. For courses not meeting criteria 2 or (3 & 4), include college provided information on the classes for the administrative team.

For courses where criteria 2 or (3 & 4), are not fulfilled, the administrative team reviewed and approved/failed to approve the courses as meeting the board policy (406.2) March 8, 2011, established criteria.

- 1. Graduate Level Classification? Yes _____
No _____

- 2. Course is in the subject area presently teaching or related to present assignment? Yes _____
No _____

- 3. Course related to career development plan? Yes _____
No _____

ADMINISTRATIVE TEAM MEMBERS

ADMINISTRATIVE TEAM MEMBERS

Bryan Baker
(K-5 Principal)

Terri Schofield
(6-8 Principal)

Jennifer Donels
(9-12 Principal)

Julie Caraccio
(Curriculum Director & Sp. Ed. Director)

I hereby certify that the administrative team **approved/failed to approve** the above listed courses for lane change credit for the Centerville Community School District's salary schedule.

Superintendent

Date

CONTINUED EDUCATIONAL CREDIT (CERTIFIED STAFF)

Any certificated employee who plans to enroll in a course or seminar at an accredited college or university and who desires such course or seminar work to apply towards an educational lane change on the salary schedule must file a request with the superintendent by June 15. All credit to qualify for lane changes above the B.A. Lane must be earned after the employee has been awarded the bachelor's degree. All credit to qualify for lane changes above the M.A. Lane must be earned after the employee has been awarded the master's degree. Credit in excess of what is needed for the specific degree earned before the awarding of the degree will not be credited for lane changes above the degree. The superintendent, in conjunction with the administrative team, shall grant horizontal movement on the salary schedule in accordance with the following:

Certificated employees not on an established graduate program in education shall be granted credit toward horizontal movement on the salary schedule under the following conditions:

- * The hours are graduate level classification.
- * The hours are in the subject area in which the employee is presently teaching or are hours outside the employee's present teaching area but are in the judgment of the superintendent and administrative team related to the employee's present assignment. Approval may also be based upon the teachers career development plan.
- * Proof of successful completion of the course or courses taken is provided.

Certificated employees who are on an established graduate program in education, in an area that supports their teaching assignment or as approved by the Centerville Administration, shall be granted credit for horizontal movement on the salary schedule in accordance with the following:

- *Courses must be part of degreed program.
- *Provide evidence of the successful completion of the course/s.

The employee shall file satisfactory evidence proving successful completion of course work or of the degree with the superintendent no later than November 5 for salary adjustments to be made for that school year. Adjustments in placement will occur in accordance with the date the evidence was filed. Salary will be prorated accordingly.

Date of Adoption: April 25, 1990
Date of Revision: December 8, 1992
Date of Revision: May 20, 1993
Date of Revision: January 10, 1995
Date of Revision: March 24, 1998
Date of Revision: August 15, 2006
Date of Revision: March 8, 2011

(CERTIFIED STAFF)

From time to time, the Administrative Team may support and encourage a course for staff which is specifically targeted to meet a district Staff Development need. Credit toward lane adjustment for successfully completing the course may be granted as though the course was taken for graduate credit, even though the district helped pay the teacher to take the course under these conditions.

1. The course received Administrative Team approval as a turnkey training course and staff members were chosen by the Administrative Team for this credit before the course began.
2. As a condition for taking the course, including for credit, while being reimbursed by the district the teacher agrees; if requested, to serve as a turnkey trainer for the district for a minimum of 3 years following the course. A turnkey trainer presents the contents of the course to district teachers as requested for staff development opportunities, and is paid the prevailing rate for teaching those classes.
3. The course was registered for Graduate Credit for members of the turnkey training group who choose to pay for these records.
4. Failure to serve as a trainer when requested will result in rescinding the credit for future contracts.

Date of Adoption: April 2, 1992

Date of Revision: August 15, 2006