**Weld County School District RE-1**

**Course/Credit Approval**

***Please complete and submit prior to the start of the proposed course/class. All courses/classes being applied to movement on the salary schedule must be preapproved by both the principal and the superintendent or designee. Courses/classes taken without approval will not be accepted for credit. CDE Credit, College/University Credit, or Weld RE-1 Credit are the only acceptable credits for movement on the salary schedule. Other courses/classes may be accepted if preapproved by the principal and superintendent or designee. If the classes are a part of a program, such as an MA degree, you may list all classes on this form for approval.***

**Staff Member:**       **School:**       **Date:**

**Proposed Course(s)/Class(es) Title(s):**

**Reason for Taking the Course/Class (connection to current teaching assignment):**

**Location (e.g. UNC):**       **Instructor (if known):**

**Dates of Course/Class:**       **Times of Course/Class:**

**Total # of Credits:**

**Are you planning to apply this credit toward a lane change? [ ]  Yes [ ]  No**

***Please submit this completed form to your principal prior to the start of the Class/Course to initiate the approval process.***

**Approved for Lane Change: [ ]  Not Approved: [ ]**

**Approved for License Renewal Only: [ ]**

**Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**----------------------------*To be completed by Superintendent or Designee* -------------------------------**

**Approved for Credit: [ ]  Not Approved: [ ]**

**Approved for License Renewal Only: [ ]**

**Signature of Superintendent or designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**