

St. Louis Park Public Schools
NON-COLLEGE COURSE PRE-APPROVAL FORM
For courses sponsored by outside agencies
(For salary lane change: Submission/approval PRIOR to taking the course preferred)

SUBMIT THIS FORM TO: HUMAN RESOURCES DEPARTMENT

Date _____

Name _____ School _____

Your teaching assignment _____

Education level to which credits are to be applied _____

Course title _____ Total number of hours _____

Location _____ Dates course offered _____

Participation is NOT on regular scheduled work day _____ Payment for experience was paid by the teacher _____

Description of course _____

Brief description of how the course relates to your teaching assignment _____

Approved ☐ Not Approved ☐

Date approved _____ Approved by _____

Refer to Article VIII Basic Compensation (Sections 6) of Teachers' Contract.

Form revised: 1/09

This certificate verifies that the professional staff member named above has completed the course indicated. The evaluation of the staff member's performance is indicated below:

EVALUATION: SATISFACTORY ☐ UNSATISFACTORY ☐

Number of hours in attendance: _____

Instructor's signature: _____

Have above completed or attach certificate of participation to approved form.)

Revised: 1/09

SEE REVERSE SIDE FOR PROCESS

LANE CHANGE PROCESS

Salary adjustments are made twice a year. An application for a lane change must be submitted prior to **September 15th** (with pay retro to the beginning of the school year), or prior to **February 15th** (with pay retro to the first day of the second semester). The lane change requests will be presented to the School Board for their approval at their next meeting after the September 15 and February 15 deadlines.

Complete and submit Pre-approval form(s) (college and/or non-college) **PRIOR** to taking the course. A photocopy of the form will be returned to you for your information, and the original will be placed in your personnel file.

When 10 pre-approved **SEMESTER** credits have been accumulated, come to the Human Resources Office to complete the "Application for Salary Adjustment" form. You will need to attach the original approved college or non-college pre-approval forms (obtained from your personnel file in the HR Office) to the completed lane change form. As part of the procedure for approval, you'll need to attach the **Official** transcript from the college and/or the **Certificate of Completion** for a non-college course. An **OFFICIAL** transcript is required for all college coursework. If an official transcript is not yet available, evidence of completion (i.e. grade report) will be recognized **pending** receipt of the official transcript. **No salary adjustment will occur until all official transcripts have been received.**



Conversion of Quarter Credits to Semester Credits

Most colleges in Minnesota have changed from quarter credits to semester credits. If you have quarter credits from out-state colleges or other quarter credit coursework, you'll need to convert them to semester credits. To convert quarter credits to semester credits, divide the quarter credits by 1.5. (Ex. 6 quarter credits = 4 semester credits)

Non-College Credits and Conversion to Semester Credits

Non-college courses that earn hours instead of credits translate 15 hours to 1 semester credit. Salary lane credits earned through inservice courses or other non-college courses are limited to four (4) semester hours toward each block of ten (10) semester hours required for a lane change. A **maximum of twelve (12) professional growth credits (non-college)** shall be considered for application on the salary schedule.