

Chicago Public Schools Employee Services • 125 South Clark Street, 2nd Floor • Chicago, Illinois 60603
Telephone (773) 553-1142 • Fax (773)553-2821 • EmployeeServices@cps.k12.il.us

CHICAGO PUBLIC SCHOOLS NON-GRADUATE SPANISH COURSES FOR LANE PLACEMENT

Teachers working in schools in which the Spanish language is spoken by at least 10% of the student population may receive lane credit for a maximum of 12 undergraduate semester hours of Spanish. To receive lane credit, a teacher must get prior approval from the principal of the school and from the Talent Office. A copy of this form must be submitted to Employee Services along with the *Application for Salary Lane Adjustment and Review of Credit* when applying for lane placement.

REQUEST FOR APPROVAL TO REGISTER FOR UNDERGRADUATE WORK IN SPANISH

(A separate form must be completed for each undergraduate Spanish course)

Last Name: M I: First Name:
Home Address: Apt:
City: State: Zip Code:
Phone Number: Employee ID:

Work Address:

School Name: Unit Number:
School Address:

Course Information:

Course Title: Course #: Credit Hours:
College: Date of Attendance:

Teacher Signature: _____ Date:

Please submit the form and documentation via fax, mail, or in person to:

Employee Services

125 South Clark 2nd Floor

Chicago, IL 60603 GSR # 125

EmployeeServices@cps.k12.il.us

Fax: 773.553.2821

Phone: 773.553.1142

(Applicant: Please give completed application to your principal for approval)

I hereby certify that, in my opinion, the completion of this course will enable this teacher to better serve the needs of the students attending this particular school as Spanish is the first language of approximately 10% or more of its enrollment.

Signature of Principal: _____ Date:

Principal: Please forward this form to Employee Services after approving it. Employee Services will duplicate the form and return the duplicate to the teacher upon its receipt.

ES Approval: _____ Date: