

LANE CHANGE REQUEST FORM

Deadline: September 1st

Return form to the Human Resources office at MSEC for approval.

Teachers that plan to apply for lane changes should follow the procedures below:

1. Fill out the Lane Change Request Form (below) and return to Human Resources Office at MSEC. This form is also available in Staff Resources > Human Resources/Payroll.
2. Please refer to Article II, Section 2 of your negotiated agreement for further information on Lane Changes.

Only college or university credits, which are graduate level credits (numbered 500 or above) or part of an approved graduate program, may be used for horizontal movement on the salary schedule. These credits must be in coursework or subject areas that are directly applicable to the field of education. Credits will be counted on a semester basis. Quarter credits will be converted to semester credits as follows: 1 quarter credit = 2/3 semester credit. Only credits earned after the completion of a Masters degree will be counted in qualifying for horizontal movement from the MA/MS lane.

Lane change procedure:

1. Lane change request forms must be submitted to the Human Resources Office no later than September 1.
2. Official transcripts showing credits earned must be submitted with the lane change form.
3. Transcripts will be reviewed by the Human Resources Director and if approved, a revised contract will be issued and a salary adjustment will be made on the September 15 paycheck.
4. If the issuance of summer session grade transcripts is delayed or the course has not yet been recorded on a transcript by September 1, the teacher must still submit the lane change form by September 1 and official transcripts must be received in the Human Resources Office by October 1. In this case, the salary adjustment will be made on the October 15 paycheck retroactive to the start of the contract year.

If further information is needed, you will be contacted via district email.

TO: Linsey Rood, Human Resources Director Today's Date: _____
 FROM: _____
 (Please Print)

Official transcript(s) (*no copies accepted*) showing credits earned must be submitted with this form.

Name(s) on Transcript (if different from above): _____

List the Colleges/ Universities of which you are submitting a transcript:

- | | |
|--|--|
| 1. _____
<input type="checkbox"/> Provided <input type="checkbox"/> Ordered | 2. _____
<input type="checkbox"/> Provided <input type="checkbox"/> Ordered |
| 3. _____
<input type="checkbox"/> Provided <input type="checkbox"/> Ordered | 4. _____
<input type="checkbox"/> Provided <input type="checkbox"/> Ordered |

According to my records, I am eligible for the following salary classification:

- | | |
|--|--|
| <input type="checkbox"/> BA + 15 semester graduate credits
<input type="checkbox"/> BA + 30 semester graduate credits
<input type="checkbox"/> BA + 45 semester graduate credits | <input type="checkbox"/> MA/MS Masters Degree
<input type="checkbox"/> MA + 15 semester graduate credits earned following date of Master's degree
<input type="checkbox"/> MA + 30 semester graduate credits earned following date of Master's degree
<input type="checkbox"/> MA + 45 semester graduate credits earned following date of Master's degree |
|--|--|

Teacher Signature

Approval Signature (Human Resources Director)