



**APPLICATION FOR LANE CHANGE**

Name: \_\_\_\_\_

Location: \_\_\_\_\_ Request to Change to Lane: \_\_\_\_\_

Lane changes are granted in accordance with the terms and conditions listed in the Teacher Master Agreement, Article VI – Basic Schedules and Rates of Pay.

- Official Transcripts must be submitted with this form.
- Courses and credits must have been pre-approved in accordance with terms of the Teacher Master Agreement.

Fill out the information below for each class you are applying towards this lane change.

College	Course No.	Course Title	Date Completed	Semester Credits	Quarter Credits

Once this form and supporting documentation are received you will be notified of the status of your lane change.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For Human Resources Use:**

Request Approved

Request Denied

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

Date Received: \_\_\_\_\_ Credits Applied to Future Lane Change: \_\_\_\_\_

New Lane: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Denial Reason: \_\_\_\_\_