**Minooka Community Consolidated School District #201**

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**Lane Change Request Form**

Teacher’s Name:

I request a lane change from: BA[ ]  BA15[ ]  BA30[ ]  MA[ ]  MA15[ ]  MA30[ ]

To lane: BA15[ ]  BA30[ ]  MA[ ]  MA15[ ]  MA30[ ]  MA45[ ]

Effective: 1st Semester[ ]  (submitted by 8/31) 2nd Semester[ ]  (submitted by 1/31)

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | Course # | Course Name  | **Credits**  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Official transcripts must be forwarded to the Business Office verifying all courses.**

Horizontal Advancement on salary schedule due to additional coursework will be approved in accordance with guidelines listed in the Contractual Agreement (VIII. Salary Provision, B)

 (Please email this form to Mary Robinson at mrobinson@min201.org)

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| **FOR BUSINESS OFFICE USE ONLY** |
|  |
| Current Salary: | $      | Salary at New Lane: | $      | Prorated Salary:(mid-year move) | $      |
| Advancement granted for       school year.  | Transcripts Received: [ ]  |

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

 (Business Manager)