

St. Francis Area Schools

Human Resources
4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7040 • www.isd15.org

Lane Change Request

Name _____ Employee ID # _____

Building _____ Today's Date _____

Teaching Assignment _____ Phone Extension _____

I have been taking classes towards a lane change with St. Francis Area Schools.

I should qualify for a lane change from _____ to _____

I will be using college/university credits:

An OFFICIAL TRANSCRIPT *has been ordered and will be sent directly to Human Resources.*

An OFFICIAL TRANSCRIPT is currently on file with Human Resources.

NOTE: Teacher Agreement, Article I, Section 5, Subdivision 12 of the Memorandum of Understanding for Student Performance Improvement Program reads: *The training level of the teacher as of September 1 will be the basis of pay for the beginning of the school year, and the training level as of February 1 shall be the basis of pay effective with the first payroll in March. Applications for salary adjustment due to a change in the training level of a teacher shall be made to the human resources office by the submission of a transcript prior to October 15 or March 15 of each year. If a transcript is not available by October 15 or March 15, other satisfactory evidence of the completion of a course will be recognized pending receipt of the official transcript. However, salary adjustment shall not be made until the official transcript is received.*

RECOMMENDED ACTION

Approved

Denied

Director of Human Resources _____ Date _____

Comments: _____

Date copy made for teacher _____ HR Initials _____