

Rockford Area Schools

Lane Change Request

Teacher's Name: _____ Date of Request: _____

I am requesting a lane change on the salary schedule.

Present Lane Position: _____ Expected Lane Change to: _____

Please list all the courses that you believe will apply to your requested lane change as verified by official transcripts.

Date					# of
Compl.	Course #:	Course Title:	College/University	Grade	Credits
					Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Credits for lane changes are based on the semester system. The formula for converting quarter credits to semester credits is taking the # of the quarter credits and divide by 1.5 =semester credits.)

Official college transcript of credits is attached: Yes _____ No _____

If not, has a transcript been requested? ** _____

**No action regarding the lane change request is final until the official transcript is received.

***Official transcript **must** be mailed or emailed directly to the District office at: 6051 Ash St. Rockford MN 55373.

Grade slips are acceptable for preliminary action.

All the credits that would apply to this lane change request applicable to your current teaching or coaching assignment? Yes _____ No _____

(Credits to be considered for application of any lane in the salary schedule must be germane to the teaching assignment as determined by the school district.)

If not, please explain: _____

Course work/degree requirements, applicable forms including Prior Approval and Final Approval, and lane change request must be completed and received in the district office by:

September 15	Full Duty Year
January 15	Last Half of Duty Year
May 15	Last ¼ of Duty Year

Applicant's Signature: _____

Approved: _____ Not Approved: _____

If not approved, reason: _____

Superintendent's Signature _____

Date _____