



Pembroke Public Schools

Directions for Completing the Application for Lane Change

Certificated staff members employed in the Pembroke School District are placed on the teachers' salary schedule according to level of experience (step) and level of education (lane). For all staff, course work may be accepted for horizontal movement on the salary schedule if the course work contributes to the professional assignment or the professional growth of the staff member. Lane change for the first master's degree or earned doctorate may be completed by providing evidence of the degree with transcript or diploma; listing of hours is not required.

All hours applied to lane change are subject to approval by the Superintendent of Schools.

All coursework must be transcribed through a nationally accredited college or university.

Approval for hours earned will be granted to a teacher if those hours meet one or more of the following guidelines:

1. Graduate level courses in the subject area in which the teacher is currently assigned or has been assigned.
2. Graduate or undergraduate (with prior approval) level courses related to the staff member's current or past assignment.
3. Graduate level courses in a general education or an interdisciplinary area.
4. Graduate or undergraduate courses in Spanish or technology.

Hours that will not count for lane change:

1. Hours earned prior to the receipt of Provisional/Initial or Professional Educator/Teacher's license.
2. Hours received prior to the date of the granting of a BA.
3. Undergraduate hours unless prior approval is granted.
4. Any course in which a "D" grade or lower is earned.
5. When applying for hours beyond an MA, all hours which were earned prior to the granting of the MA.

Submission of Lane Change Requests:

There are two pivotal dates for lane changes: October 1 and March 1. Here is a more detailed reminder of the effective dates of lane change movement.

1. Effective on the First Day of the School Year
Coursework completed and Lane Change Application and transcripts received by Human Resources by October 1.

Any lane changes submitted from the start of the school year through October 1 for coursework completed would be effective from the first day of school and will be retroactive.

2. Effective January 1
Coursework completed and Lane Change Application and transcripts received by Human Resources by March 1.

Any lane changes submitted from October 2 through March 1 for coursework completed would be effective as of January 1 and will be retroactive.

**Please submit your lane change request in a timely fashion
Official transcripts must be submitted with this form**

Application for Lane Change

Please complete in blue or black ink only and return to the superintendent's office

☐ New Employee

☐ Continuing Employee

Name _____ Today's Date _____

Building _____ Home Address _____

Position/Grade _____

Requested Step and Lane _____ Current Step and Lane _____

Please list the dates and degree granting institutions of all degrees you have earned:

Institution: BA _____ 1st MA _____ 2nd MA _____

Date: BA _____ 1st MA _____ 2nd MA _____

Please list the new coursework you want considered for lane change movement credit. Previous lane change coursework does not need to be listed here. All course titles must explain course content. If course title is generic, please include a brief course description. All documentation of coursework or degree completion must be attached to the request. Original transcripts required. Lanes are based on semester hours. Convert quarter hours to semester hours (1.5 quarter hours = 1 semester hour).

Example:

ED 591 HV Group Study BSC Spring 2020 3 Six Traits

Course Number	Course Title	Institution	Term & Year	Credit Hrs.	Course Description

For Office Use Only

Total Hours Listed Above _____ Prior Approved Hours _____ Total Hours Approved _____

☐ Request Approved ☐ Request Denied. Reason for Denial: _____

Salary classification change requested: From: _____ To: _____ Effective Date _____

Approved By _____ Date of Approval _____