School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE
Ready for tomorrow

Lane Change Request Form

Legal Name: _____ **Email:** _____

Building: _____ **Current Lane / Step:** _____

List the completed courses you are applying towards a lane change:

Name of Educational Institution	Date Completed	Course Code and Number	Course Title	# of Credits	Grade	Date of Pre-Approval
Example: St. Thomas University	Spring 2023	EDUC 889	Research Paradigms in Education	3	A	10/31/2022

Lane changes are granted in accordance with the terms and conditions listed in Article VI, Section 2, Subdivision 4 of the Teacher Labor Agreement. Salary will be modified to reflect the lane change effective upon the date of submission of an official transcript(s) and this form to the Office of Human Resources.

Human Resources accepts official transcripts via email directly from the educational institution's secure electronic delivery system. A change in degree status requires an official transcript listing a confer date or a diploma.

15 quarter credits or 10 semester credits = a lane change
1 semester credit = 1.5 quarter credits
Credits are reflected in Skyward as quarter credits

_____ _____
Employee Signature Date

Please note that the new salary will be spread over the remaining pay periods and NOT paid as a lump sum.

Human Resources Use Only

Date Received in HR: _____ Effective Date of Lane Change: _____

Credits prior to lane change request	
New credits	
Total Seniority Credits	