PRIOR LAKE-SAVAGE AREA SCHOOLS

Lane Change Request Form

- Official **transcript** or copy of front and back of official transcript showing evidence of completion is **required**.
- To review your personnel file for pre-approvals, credits or information for this form, please contact HR for an appointment.
- Adjustment will appear on the pay-period following the pay period approval date during an effective contract period.
- Adjustment will appear on the pay-period following the contract ratification date, if contract is expired.
- An incomplete form will not be processed.
- Retain a copy of your submitted form for your records.

Teacher's Printed Name: _____ Date: _____

Current Assignment and Building: _____Building_____

I request a lane change from current Lane/Step (see Employee Access) _____/___ to new Lane/Step _____/___

LIST COURSE(S) TO BE INCLUDED IN THIS LANE CHANGE. For MA list award date in lieu of courses #, name, grade & credits.

College	Course#	Course Name	Grade	Credit Amt	Pre- Approval Date	
		Carry Over Credits from last Lane Change				
		Total Credits				

See Contract Language

Article VI, Financial Considerations, Section 7 - Placement on Salary Schedule

FOR HUMAN RESOURCES OFFICE USE ONLY

Form Received Date: _____ Transcript Received Date: _____

Present Basic Salary:	$	Salary At New Lane:	$	Prorated Salary:	$	Effective Date:	

Request Approved By: _____ Date Approved: _____

Please email, fax or mail to Saijal Bhakta, Human Resources Assistant at the DSC