Making a Lane Change

If you are taking classes in an effort to make a lane change (and become a better teacher) here is the process!

#1 Fill out a **Professional Growth Course and Program Approval Form Part I**
***Before you register or take the class!!! You are not guaranteed approval.

- ✓ You must attach a course description sheet to this form. Please make sure you fill out a separate sheet for each class you take.

- ✓ Turn the form, along with the college bulletin (to show accreditation) and the class(es) description into the respective Building Reps: Early Childhood to grade 4 (Kurt Becker), grades 5-8 (Ryan Jepma) and grades 9-12 and transition program (Amy Mandt).

ONCE YOU ARE APPROVED:
The form will be placed in our mailbox, keep that form (you will need it to make your lane change). You are responsible for keeping this, as you cannot make the lane change without the signed forms. It is recommended that you make an additional copy for yourself.

#2 Ready to make a lane change fill out a **Lane Change Request Form Part II**
***** This can be done by September 15th or January 31st, per contract*****

- ✓ Attach each of the **Professional Growth Course and Program Approval Form Part I** forms that you have had pre-approved.

- ✓ Attach an official transcript, ** an unofficial transcript is acceptable when turned in on September 15th but your official transcript needs to be turned into Vicki Braegelmann (Central Office) no later than **October 15th/February 28th**.

- ✓ Give the paperwork to respective Building Reps: Early Childhood to grade 4 (Kurt Becker), grades 5-8 (Ryan Jepma) and grades 9-12 and transition program (Amy Mandt).
- ✓

OTHER NOTES:

If everything is accepted your pay increase will begin on September 1st of that school year. You will receive retro pay from September 1st.

When you make a Lane Change on January 31st, you will only receive ½ of the lane increment for the duration of that school year. If you make a Lane Change at this time you will receive retro pay starting on January 15th.

All of this information can be found in the Teaching Contract.