

BAS
BRIGHTON
AREA SCHOOLS
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TEACHER SCHEDULE/LANE CHANGE FORM

Employee Name _____ Date _____

Employee ID# _____ Building _____

Current Pay Schedule: BA _____ MA _____ Schedule Requested _____

Schedule Change Effective: First Semester _____ Second Semester _____

- Notification for first semester schedule/lane change must take place with verification proof submitted by no later than November 1.
- Notification for second semester schedule/lane change must take place with verification proof submitted by no later than March 1.
- It is the employee's responsibility to file in a timely manner, submit all paperwork required with this form and to complete all follow-ups. Lane change requests will only be processed when all documentation (transcripts) have been received.

Criteria for MA+30:

- a. No duplication of classes previously taken.
- b. Course must be:
 - 1) related to current or future teaching assignments
 - 2) minor or major program
 - 3) transcript from an accredited university
- c. Does not have to be a graduate level course. (It is the intent to have teachers show some relevance to current teaching assignments or potential future teacher assignment.)
- d. It is recommended that MA+30 program classes be discussed with the Assistant Superintendent for Human Resources.
- e. Credits for MA+30 must be earned after the BA/BS.

The employee must submit a list of all courses intended to count towards the MA+30, including the name of the university, course number, date and the number of credits awarded. Original transcripts must be sent directly to Human Resources.

Official college transcripts (with a seal):

Are Attached _____ Have been requested to be sent to the HR office _____

Employee's Signature _____ Date _____

Assistant Superintendent Signature _____ Date _____

HR OFFICE USE ONLY

Approved for Lane Advancement MA _____ MA+30 _____ Effective Date _____