

# LANE CHANGE FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Building \_\_\_\_\_ Course Teaching \_\_\_\_\_

Lane Change From \_\_\_\_\_ to \_\_\_\_\_ Date of last Lane Change \_\_\_\_\_

- 1) College credit must be related to the assigned teaching area or an approved Degree Program.
- 2) Credits related to extracurricular assignment will not be accepted.
- 3) Attach a copy of your Transcript or Workshop Verification in the same order as listed on this form. (An Official College Transcript is required as verification before the effective date of the lane change.)
- 4) Pre-Approval is encouraged in all classes.
- 5) New employees seeking their first lane change may use no more than nine (9) semester credits from experience prior to employment.
- 6) Carry over is rounded DOWN to the nearest whole or .5 hour.
- 7) \*\*Approval for MA requires a full transcript of the Master's Program.

**A) Pre-Approval or Carry Over Credits, affecting this lane change:**

<u>Course No. &amp; Description</u>	<u>Credits</u> <u>Quarter/Semester</u>	<u>College</u>	<u>Date(s) of Courses</u>
_____	_____/____	_____	_____
_____	_____/____	_____	_____
_____	_____/____	_____	_____
_____	_____/____	_____	_____
<b>Sub Total</b>	_____/____		

(Please record workshop information on the back of this form).

**B) New Credits affecting this Lane Change:**

<u>Course No. &amp; Description</u>	<u>Credits - Semester</u>	<u>College</u>	<u>Date(s) of Courses</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Sub Total Semester Credits** \_\_\_\_\_

**Sub Total Workshop Hours / Credits** \_\_\_\_\_

(Wkshp Hrs. divided by 10, rounded to nearest .5) \_\_\_\_\_ = \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**PGC Use:**

Sub Total Credits: \_\_\_\_\_

Sub Total Wkshp Hr./ Cr. \_\_\_\_\_

**Recommended by the Professional Growth Committee: Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

*Professional Growth Committee usage:* \_\_\_\_\_ *Date Approved by Committee*

\_\_\_\_\_ *Date Approved by Board*

\_\_\_\_\_ *Credits Toward Next Lane Change*

## Workshop Hours

- 1) The Professional Growth Committee will generally approve a workshop on a ratio of one (1) credit per ten (10) hours of workshops, rounded down to the nearest whole number or .5 hour.
- 2) A workshop must be at least one (1) hour in length.
- 3) Workshops must be directly related to the employees teaching assignment and/or enhance the curriculum that is taught.
- 4) If any school expenditures (mileage, hotel, registration, meals, substitute teachers) were incurred, none of the hours are eligible. If the only cost is for a substitute, then hours after 4:00 p.m. may be counted.
- 5) The maximum hours granted shall be the lessor of college credits offered or workshop hours.
- 6) Pre-Approval of workshop relevancy by the Professional Growth Committee is encouraged.

c. Pre-Approval or carry over workshop hours approved for this lane change:

<u>Workshop Name</u>	<u>Sponsoring Organization</u>	<u>Hours</u>	<u>Day of Week and Date</u>	<u>No. College Credits This Event</u>	<u>School Expense (if any)</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Sub Total</b>			_____		

D. New Workshop hours affecting this lane change. Attach clock hour verification.

(If additional space is needed, you may attach a summary sheet to this form).

<u>Workshop Name</u>	<u>Sponsoring Organization</u>	<u>Hours</u>	<u>Day of Week and Date</u>	<u>No. College Credits This Event</u>	<u>School Expense (if any)</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Sub Total</b>			_____		
<b>TOTAL</b>			_____		

(Place total on front of form.)

A copy of this document will be returned to the applicant following action by the School Board.