



OFFICE OF HUMAN RESOURCES  
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## **LANE CHANGE REQUEST FORM**

**Official Sealed Transcripts must be sent to HR in order to process**  
**ALL classes that have gotten you to the next step must be listed**

\_\_\_\_\_  
Name School Subject

\_\_\_\_\_  
University Name From Lane & Ste \_\_\_\_\_  
To Lane & Step \_\_\_\_\_

Course Date	Course Name	Course Number	Credit Hours
TOTAL CREDIT HOURS			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date