



## Lane Change Directions

Lane Change Form and official transcripts are due October 1 for courses completed prior to September 1 for the Fall Lane Change approval by the School Board.

Lane Change Form and official transcripts are due March 1 for courses completed prior to February 1 for the Spring Lane Change approval by the School Board.

### **If you don't already have a Master's Degree:**

- Submit the Master Degree Program Pre-Approval Form
  - Please list of all of the courses in the program you are planning to take including the course title, course number and course description. Upload/attach a document to the form with this information.
  - You will receive approval for the program selected.
  - With completion of every 10 semester credits, submit the Lane Change Approval Form and upon completion of your program.
  - If you need to make changes to any of your program information, please contact Human Resources.

### **For Lane Changes beyond a Master's Degree:**

- Submit the Lane Change Approval Form for pre-approval of your anticipated course work by Human Resources.
- As you reach completion of every 10 semester credits, resubmit the approved Lane Change Approval Form with your grades filled in and send an official transcript to Human Resources.

### **OFFICIAL TRANSCRIPTS:**

- Official paper transcripts are acceptable. No photo copies. We do not require a sealed envelope.
- Official electronic transcripts must be emailed DIRECTLY from the college or clearinghouse to [pfluger@isd14.org](mailto:pfluger@isd14.org)

