

Teacher Lane Change Process

Following the process outlined below will help to ensure lane changes are processed efficiently. Lane change forms are located on the district website under Human Resources/Payroll; Employee Forms and Resources; Human Resources Forms & Information.

- Prior to taking a course, the teacher should obtain pre-approval of each course by submitting a “Request for Prior Approval of College Course” form(s).
- After completing the form, the teacher emails the form to human.resources@sspps.org.
- The Human Resources Department will review the request, approve/deny, and email the form back to the teacher. The teacher should retain a copy of the approved Request for Prior Approval form until ready to request a lane change.
- Once 15 quarter credits have been accumulated, a lane change request may be submitted. When grades and/or the degree has been posted, an official transcript should be obtained from the college or university. The teacher may request an official “paper” transcript to be mailed to them, or may request an official transcript be sent electronically from the college or university directly to human.resources@sspps.org.

<p>15 quarter credits or 10 semester credits = a lane change</p> <p>1 semester credit = 1.5 quarter credits</p>

- Teacher completes the “Petition for Lane Change” form and submits a complete lane change packet to Human Resources. A complete packet includes:
 - Completed Petition for Lane Change Form
 - Approved Request for Prior Approval of College Course form for each course listed. If the course is on a Master’s Degree approval list, also attach the list of courses.
 - An official transcript (or may be sent electronically from the college or university directly to human.resources@sspps.org). Credits must reflect a B or better grade to count toward a lane change. For credits earned under a pass-no grading system, a passing or satisfactory grade will be accepted. Master’s Degree transcript must show date the degree was awarded or conferred.
- Lane changes are processed by Human Resources twice per year. Completed lane change requests received in Human Resources by September 1 will be effective at the start of the school year, and completed requests received by January 15 will be effective February 1.
- Human Resources will email confirmation of the lane change to the teacher once processed.