

**LANE CHANGE FORM**

NAME _____ DATE _____

Building _____ Course Teaching _____

Lane Change from _____ to _____ Date of last Lane Change _____

- College credit must be related to the assigned teaching area or an approved Degree Program.
 - Credits must be graduate level credits and carry a grade equivalent of "B" or higher.
 - 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.*)
 - Pre-Approval is required in all classes.
 - New employees seeking their first lane change may use no more than nine (9) semester credits from experience prior to employment.
 - Carry over is rounded DOWN to the nearest whole or .5 hour.
 - A teacher shall not advance more than 1 lane in any 1 school year.
- **Approval for MA requires a full transcript of the Master's Program.

A) Carry Over Credits, affecting this lane change:

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

Sub Total _____*(Please record workshop information on the back of this form)***B) New Credits affecting this Lane Change:**

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

Sub Total Semester Credits x 1.5 _____*Sub Total Workshop Hours / Credits***(Wkshp Hrs. divided by 10, rounded to nearest .5)** _____ = _____**TOTAL** _____ Hr./ Cr.**PGC Use:**

Sub Total Credits: _____

Sub Total Wkshp _____

Recommended by the Professional Growth Committee: Yes ____ No ____**Professional Growth Committee Usage:**

_____ Date Approved by Committee _____ Credits Toward next Lane Change

_____ PGC Signature _____ Date approved by School Board

Workshop Hours

- 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.
- A workshop must be at least one (1) hour in length.
- Workshops must be directly related to the employees teaching assignment and/or enhance the curriculum that is taught.
- 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.
- The maximum hours granted shall be the lessor of college credits offered or workshop hours.
- Pre-Approval of workshop hours is required.

C. Pre-Approval or carryover workshop hours approved for this lane change:

<u>Workshop Name</u>	<u>Sponsoring Organization</u>	<u>Hours</u>	<u>Day of week & Date</u>	<u>#College Credits This Event</u>	<u>School Expense (if any)</u>

Sub Total _____

TOTAL _____

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 & Date</u>	<u>#College Credits This Event</u>	<u>School Expense (if any)</u>

Hours Sub Total _____

TOTAL _____

(Place total on the front of this form.)

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