Shakopee Public Schools
COURSE COMPLETION/LANE CHANGE FORM
For Licensed Staff

NAME
BUILDING Select Building **ID#**
CURRENT STEP **& LANE**

FOR OFFICE USE ONLY
Date Received:

INSTRUCTIONS: Complete all areas below. All courses/programs must have been PREVIOUSLY approved by HR.

THIS REQUEST INCLUDES INFORMATION FOR…
(Check all applicable boxes.)

Total # of Pages (including this form and supporting materials):

☐ **Course Completion.** *Attach grade report and/or official transcript.*

☐ **A Non-Degree Lane Change.** *An unofficial transcript will suffice.*

☐ **A Lane Change Due to a New Master's, Specialist, or Doctoral DEGREE (not certifications).** *An official transcript is required.*

EXPECTED LANE CHANGE	*I believe that these* ***FROM*** *the* Select Lane *(number) credits will move me lane* ***TO*** *the* Select Lane *lane.*

CONTRACTUAL REQUIREMENTS: Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree, and must be taken from an accredited college or university. College credits not accepted by the granting institution for their own graduate programs shall not be applied to lane changes.

TIMELINE: Individual contracts will be modified to reflect qualified lane changes effective the first of the month following the month in which the teacher submits complete paperwork which demonstrates satisfactory evidence of completion of the requirements for the lane change to the Human Resources Office.

SESSION DATES (begin – end)	COURSE #	COURSE TITLE	UNIVERSITY OR COLLEGE	GRAD Level (Y or N)	GRADE	# of SEMESTER CREDITS	IN FIELD? (Y or N)

LICENSED STAFF SIGNATURE /s/_____ **DATE**

The /s/ before your typed name indicates that you agree that this typed name is in lieu of your legal and authorized signature and carries the same legal weight.

SUBMISSION: Please **SCAN AND EMAIL** this form and any supporting documents to cgregory@shakopee.k12.mn.us

Below this Line — FOR OFFICE USE ONLY

Total Credits:

Qualifies for a lane change as follows…
Original Lane Select Lane

New Lane Select Lane

Current Step

New Annual Salary:
Prorated for portion of contract year remaining at time of lane change.

Effective Date:
COMMENTS:

_____
Human Resources Signature *Date of Approval*

CC: Employee
Personnel file