



Application for Lane Change

Name: _____

Location: Select one Request to Change to Lane Select One

Lane changes are granted in accordance with the terms and conditions listed in the [Education Minnesota Agreement, Article VI - Basic Schedules and Rates of Pay](#)

In order to qualify for lane change, you must meet/have completed the criteria below:

- ☐ Unpaid time and funding
- ☐ Field Relevance
- ☐ **Official Transcripts must be submitted with this form**

(Optional) Alternative Pathway MOU - select one of the options below IF APPLICABLE:

- ☐ READ Act ☐ GYO/SPED ☐ Hard to Fill

Fill in the table below for **all** courses completed. For online courses, check the box at the end of the row and continue filling out course information on page 3

College/University	Course No.	Course Title	Date Completed	Sem. Credits	Qtr Credits	Online Course ?
						☐
						☐
						☐
						☐
						☐
						☐

Once this form and supporting documentation are received, you will be notified of the status of your lane change.

Employee Signature

Date

If unable to digitally sign, you may print and hand sign and submit

FOR HUMAN RESOURCES USE:

☐

Request Approved

☐

Request Denied

Director of Human Resources Signature

Date

Date Received: _____ Credits Applied to Future Lane Change _____

New Lane: _____ Effective Date: _____

Denial Reason: _____

When you have completed filling out this form, attach your transcripts, your online form with corresponding documents (if applicable) to this PDF and email to HR at 199hr@isd199.org.

If you have issues attaching, try attaching the transcripts prior to signing it.



Online Course Verification

Name: _____

Fill out the table below for every **online** course you completed. If no online courses were completed, you may leave this section blank.

[\(See Contract Article 6, Section 3, Subd.3 for more information\)](#)

Course Title	Accredited Institution	Was there active communication with the instructor via email, chat lines, or direct verbal?	Did your degree involve primary correspondence, self-study, or television?
		Select	Select
		Select	Select
		Select	Select
		Select	Select
		Select	Select

Examples of documents to attach:

- Samples of communication correspondence with instructor (to show active communication)
- Samples of syllabus/class description that establishes the course as having involved communication, no self-study, and no television programs