

You will need to complete the lane change form completely (the form can be obtained from the district website):

Refer to guidelines below--

GUIDELINES

1. Only list the classes taken to go from the lane you are in now to the lane you are moving to, i.e. BA to BA+15 only list the 15 hours;
2. Include the class number and name in the second column;
3. In the third column include the semester hours credit you received from the class listed;
4. In the fourth column include the date the class was completed, i.e. Spring 2006, etc;
5. In the fifth column include the grade received;
6. In the last transcript column write "on file" or "requested".
7. Then you need to include an **official original transcript** from each college/university listed. The transcript cannot be faxed or copied and grade reports are not acceptable proof of completion of the coursework.
8. If you are using classes from a semester just completed and the college/university cannot include them on the transcript in time to turn in with your lane change, we will accept a letter from the instructor on official school letterhead stating the course name and number you had taken and the grade received.
9. **If you are moving to a MA degree** – once you have been accepted for a graduate degree program, you need to secure a letter from the university or college indicating such acceptance along with a list of the classes in the graduate program, then all the classes you have taken to get your masters degree should be listed and official transcripts from each college should be included. On the transcript from the college you received your Masters Degree from it has to state that you have a Masters Degree and in what subject. Again if you are moving to a Masters Degree and you are using classes that will not be posted on the transcript then you need to go to the head of the department your Masters is in and get a letter on school letterhead from them stating that you have completed all coursework for your Masters Degree, state what your degree is in and when it will appear on an official transcript. This letter will support interim documentation required to process a lane change. An official transcript will need to be submitted for verification no later than 30 days after the degree is posted on the official transcript.
10. If you are moving to a MA+ extra hours – I need a separate listing of classes for those separate hours and official transcripts with each class, i.e. MA+15 then I need a list of the classes you are claiming for those extra 15 hours. Please clearly state which classes are being used for the extra hours and which are being used for the Masters Degree. (Two lane change forms will need to be submitted if you are going from a BA+15 to a MA+15, one for the MA and then the second for the MA+15).
11. For a lane change in August the increase will be on your first check in August/September. For a lane change in January the increase will be given in February.

12. **Once the paperwork is received by the HR Dept. an approval or denial email will be sent to the employees district email account.**
13. You can obtain the "Change of Lane" form on the district website.