

REQUEST FOR CHANGE OF LANE

Date

Name

School

Present Lane

New Lane

Present Step

COURSES LEADING TO CHANGE OF LANE

UNIVERSITY	COURSE NUMBER & NAME	SEM. HRS.	DATE COMPLETED	GRADE	TRANSCRIPT

Signature

Proof of entitlement shall consist of an official transcript (not a copy) from an accredited University or College signifying satisfactory completion of academic requirements for salary adjustment.

Satisfactory proof of entitlement for such change shall be submitted at least fifteen days before the beginning of a semester.

OFFICE USE ONLY

☐ APPROVED

☐ DENIED

DATE RECEIVED

DATE APPROVED/DENIED

by:

COMMENTS:

Effective Date:

Aug/Sept

February

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