

ISD 6076 LICENSED PERSONNEL SALARY SCHEDULE LANE CHANGE REQUEST FORM

Was this program Pre-approved? _____

Employee Name

Current Step and Lane

Lane Requesting to be Assigned to

Date Master's Degree Granted (if applicable)

Lane Changes are granted in accordance with the terms and conditions listed in the Teachers of Education MN/NLC Master Agreement, Article 6.3 - Lane Placement on Salary Schedule (Lane Changes).

- A Lane Change requires 15 credits.
- The lane change form and official transcript must be received by the Administration by the deadlines established in the Master Agreement:

For Lane Change effective on:	Request and official transcript must be received in the Business Office by:
First Contract Day	September 15
First Day of Second Semester	February 1

CREDITS BEING USED FOR LANE CHANGE:

College	Course No.	Course Title	Date Completed	Semester Credits	Quarter Credits

Employee Signature

Date