



LANE CHANGE REQUEST APPLICATION

Name _____ Employee # _____ School _____

Date _____ Home Address _____ Phone _____

1. **Present placement** on salary schedule:

Bach_____ B+20 _____ B+36_____ MSE_____ MS_____ MS+30_____ MS+60_____ Doctorate_____

2. Current Assignment _____

3. FTE (Percentage of Full Time Contract) _____

4. I have read Article 13.6 (Employee Handbook) and fully understand the responsibility of the Rules Governing Lane Changes. _____ (Please Initial)

5. **Requested placement** on salary schedule:

Bach_____ B+20 _____ B+36_____ MSE_____ MS_____ MS+30_____ MS+60_____ Doctorate_____

6. Please attach an official university transcript. Institution _____ Eligible Credits _____

7. Please attach a MIDAS Professional Development transcript. Eligible Credits _____

8. Required documentation has been submitted prior to the September 15th deadline. _____

9. Lane change placement awarded:

Bach_____ B+20 _____ B+36_____ MSE_____ MS_____ MS+30_____ MS+60_____ Doctorate_____

Applicant's Name _____

Signature _____ Date _____

Jackie Olsen
Human Resource Secretary

Signature _____ Date _____

This application must be filed with Jackie Olsen through the Human Resources Department by September 15th in order to be considered for the current school year! Employee is responsible for verification of their appropriate placement on the salary schedule.