Aitkin Public Schools

Independent School District 001

**LANE CHANGE APPLICATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I request a lane change from a current lane/step \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ to new lane/step\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_.**

In accordance with the Master Contract, Article Vll-Salary Schedules, Section 4 Placement on Salary Schedule, Subd. 4 Effective Date.

*Individual contracts will be modified to reflect qualified lane changes up to 3 times a year providing application for lane change is submitted to the HR Generalist. An official transcript of credits earned must be submitted to the HR Generalist. When all paperwork is submitted and processed a lane change will be reflected on the teacher’s paycheck within thirty (30) days. All paperwork submitted by 1st of month will qualify for the 1st of the following month lane change. Lane changes will be pro-rated accordingly based on 1st of the month. Lange change requests will only be approved in July, August, and February.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Teacher Signature

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Date Submitted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Generalist Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Board Approved