



Request for Lane Change

Complete the form, provide supporting documentation and return it to the Department of Human Resources for approval.

- Per School Board Regulation GCBA-R, lane change requests are due to the Department of Human Resources by September 1st.
- If requesting a lane change to BA+15 or MA+30, indicate in the space provided below the courses that apply towards your lane change and attach sealed official transcripts.
- If requesting a lane change to reflect a MA/MS degree or Doctorate, please attach sealed official transcripts.

Name: _____ **Employee ID #:** _____

Assignment: _____ **Location:** _____

Lane Change requested (check one): BA+15 _____ MA _____ MA+30 _____ Doctorate _____

Employee Signature Date

To be completed by the Department of Human Resources:

Current Salary Placement _____

New Salary Placement _____ School Year _____

Processed by: _____ **PAF Completed:** _____
Licensure Analyst Date

Approved by: _____
Executive Director of Human Resources Date

Cc: Employee Personnel File