



INTERMEDIATE SCHOOL DISTRICT 917

1300 145TH STREET EAST

ROSEMOUNT MN 55068

651-423-8652 (for HR Coordinator, Lauren Kelly)

DATE: September 1, 2020
TO: Teachers/Licensed Staff Contract Group
FROM: Human Resources
RE: REQUEST FOR LANE CHANGE

If you wish to request a lane change effective at the beginning of the 2020-2021 school year (late August 2020), please complete the attached Degree/Credit Status form.

Return all forms to Human Resources by September 15, 2020.

Your request will be checked by Administration. Be aware of the following contract stipulations:

1. All credits must be graduate credits
2. Credits are only counted for grades of "B" or higher
3. All credits must be shown on an official transcript
 - a. Transcripts are official if they are:
 - i. Sent directly from the college/university to human resources (Lauren Kelly) via mail or secure email
 - ii. Delivered by staff to human resources in an unopened, sealed envelope prepared by the college

If everything is in order, a lane change authorization will be generated, and your lane change increase will be effective at the beginning of the 2020-21 school year. The salary difference will be retro paid to you.

Please attach **original, official transcripts** and other documentation as required by Article VII, Section 1, Subd. 7 and 8 of the Master Agreement (Viewable at www.isd917.org/employment/contracts_union_groups) and as indicated on the following form. Include other explanation, if that would be useful in assuring that your request is clear.

NOTE: The Master Agreement requires that the District receive all documentation by the due date listed below. No late submissions will be accepted.

Please return to Human Resources by September 15, 2020.

INTERMEDIATE SCHOOL DISTRICT 917
REQUEST FOR LANE CHANGE - DEGREE/CREDIT STATUS FORM
FOR THOSE IN THE LOCAL 3904 (TEACHERS/LICENSED STAFF) AGREEMENT
 (See Article VII, Section 1, Subd. 7 and 8 of Master Agreement)

NAME: _____ **POSITION:** _____

Current Lane _____

Total Additional Credits
 For Proposed Lane Change _____

Proposed Lane _____

A new request needs to be submitted for each lane advancement, even if extra credits carryover from a previous change request.

CHRONOLOGY OF CREDITS EARNED FOR THIS PROPOSED LANE CHANGE

Course Title	Date Span of Course	College/University	Credits	Grade Received

Check Type of Credit Earned: Semester Trimester Quarter

District Credit Pre-Approval Date: _____
 (date indicated "Approved" on the 'Form to Request Prior Approval for Graduate Credits for a Future Lane Change')

Copy of the 'Form to Request Prior Approval for Graduate Credits for a Future Lane Change' must be attached when you submit this form.

Original, official transcript(s) enclosed reflecting credits earned.

-----**FOR HR USE ONLY**-----

Current Lane & Step: _____ New Lane & Step: _____

Actual Credits Earned: _____ Carryover Credits: _____