

INTERMEDIATE SCHOOL DISTRICT 917

TEACHERS/LICENSED STAFF CONTRACT AND BOARD CERTIFIED BEHAVIOR ANALYSTS/MENTAL HEALTH COORDINATORS CONTRACT LANE CHANGE INFORMATION:

For detailed info, refer to your contract. Pre-Approval of Grad Credits

Lane changes occur at designated times each year:

- Teachers: **September 15 & January 15**
- BCBA/MHPCs: **June 15**



All credit hours, in order to be applied toward a lane change on the salary schedule, must be approved by the superintendent or their designee in writing **prior** to the taking of the course.

Pre-Approval of CEUs



Please use the links to the right to submit your credits and/or CEUs for pre-approval. 

****This does NOT constitute a lane change request.****

Once your graduate credits and/or CEUs have been pre-approved and you have completed the course, you can fill out the 'Lane Change Request Form' and provide HR with an official transcript. Please thoroughly read the directions on the form.

[Lane Change Request Form](#)

