

VIRGINIA PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792

REQUEST FOR A LANE CHANGE ON SALARY SCHEDULE FORM

Please complete Sections I, II if it applies, III if it applies, and IV. The deadline to submit your Request for a Lane Change to the District Office is either September 15 and/or January 31. Please remember to attach the **Official Transcripts**. Requests for lane changes will not be approved without **Official Transcripts**.

I. Name of Teacher: _____
Date of Request: _____
Current Lane Assigned on the Salary Schedule: _____
Lane Requesting to be Assigned to: _____

II. New Degree Attained, Circle One: Master's - Sixth Year – Education – Specialist - Ph.D.
Name of College or University Which Granted the Above Degree: _____

Date Degree was Granted: _____
Field of Study: _____
Was this program Pre-Approved, Circle One: Yes No

III. Graduate Credits you are Requesting to Apply towards a Lane Change: Semester

Course Description	Course Date(s)	Course Number	Name of College or University	Grade Earned	Semester Credits Earned
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

IV. ADDITIONAL GRADUATE CREDITS:

Did Virginia Public Schools pay any expenses for any of the above courses or credits?

Circle One: Yes No

Was any time assigned as part of your workday missed in order to participate in any of the

above courses? Circle One: Yes No

(Signature of Superintendent)

(Date of Superintendent's Signature)

Request Approved Request Denied Revised Lane _____