



## Lane Change Application

Please review policy [005.0525 QUALIFICATIONS FOR SALARY LANE CHANGE](#)

All completed lane change applications must be submitted to the Human Resource Department **on or before the first Monday in June** to qualify for the lane change for the next fiscal year. If proper documentation is submitted at the time of the application, salary adjustments will be made and reflected in the next year's salary. In the event the proper documentation cannot be provided at the time of application, it may be submitted any time during the school year. Salary change shall be effective in the pay period following the month the proper documentation is provided to the district office. There is no guarantee that lane changes will be granted for the following school year.

You must notify the Human Resource Department when you have all the proper documentation ready to be applied to your application.

Name (Please Print)		School/Department	
Current Position		Date of Application	

Date of 1 <sup>st</sup> Bachelor's Degree		University Name	
Degree		Major/Minor	
Current Lane		Requested Lane	

Signature: \_\_\_\_\_