

**APPENDIX E**

**Lane Change Intent Form**

Deadline for filing this form is March 15th of the preceding school year in which the lane change will take effect.

Name (please print): \_\_\_\_\_

I have completed the following educational requirements to advance horizontally on the salary schedule from \_\_\_\_\_ to \_\_\_\_\_ for the \_\_\_\_\_ school year. A lane change pre-approval form has been submitted and approval has been obtained for all courses.

I will have original transcripts of earned credits in the Administration Office on or before September 1st of the school year to be affected by the advance.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office Use Only*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature