



Spencer East Brookfield Regional School District
 306 Main Street, Spencer, Massachusetts 01562
 Telephone (508) 885-8500 * Fax (508) 885-8504
 Email: haugheyp@sebrsd.org * Web: www.sebrsd.org

Superintendent of Schools: Paul S. Haughey, Ed.D.

LANE CHANGE REQUEST

Name _____ Date _____

Current Lane _____ Step _____

Requested Lane _____ Step _____

Effective Date* _____ Signature: _____

**(September 1 for courses completed and transcripts submitted prior to September 1;
 February 1 for courses completed and transcripts submitted between September 1 and February 1)*

Courses Taken to Achieve Lane Change

Course Number	Date(s)	College/University	Title	Credits	Grade Report Included

For Administration Use Only:

Current Salary: _____	Grade reports attached: _____
New Salary: _____ Effective: _____	HR approval: _____
Superintendent Approval: _____	Date: _____

The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, gender identity, homelessness and other human differences.