



Lane Change Request Form

Employee Name: _____ Date: _____

Current Lane: _____ New Lane Requested: _____

Lane Change Information

5.3 EDUCATION CREDIT – Lanes in the Salary Schedule will be determine based on the number of graduate credits earned. All credits must be graduate level, however, undergraduate credit may be acceptable upon advance approval of the Superintendent if and only if it is determined that the course work is in the area the teacher is presently teaching within the Harrisburg District.

Current teachers may request to change lanes on the Salary Schedule by providing transcripts of the number of the graduate credits earned. This must be submitted to the Human Resource office by September 1st if such change is to take place for the current year.

List classes/workshops that qualify for lane advancement below:

Year Earned	Educational Institution	Title of Class/Workshop	# of Graduate Credits
Total			

*Additional credits can be listed on separate page.

****Transcripts Must be Attached****

Human Resources Use Only

Date Received: _____

Approved: _____ New Lane: _____ Effective Date: _____

Denied: _____ Reason: _____