

## 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: \_\_\_\_\_