



Columbia School District

Requirements for Lane Change

- 1) The initial placement of the employee on the salary schedule is based on a BA or MA degree and all graduate credit hours taken after receiving the Bachelors or Masters degree.
- 2) In order to make a lane change from a BA degree to MA degree, BA degree to BA+60, and MA degree to MA+30, a teacher is required to provide official transcripts verifying graduate credits earned **after** the completion of the Master's degree.

To make a lane change, you must submit the following information to Human Resources.

- ☐ Required hours of graduate courses (only for this lane change)
- ☐ Official transcripts for all hours being used. Transcripts must include the college/university name, your name, and credit given. The key on the back of the transcript also needs to verify that these are "graduate" classes.
- ☐ The above needs to be attached to the **Intent To Change Lanes** form available online at myeagles.org
- ☐ Please keep/make a copy of the **Intent To Change Lanes** form for your records.
- ☐ All documentation must be turned in at one time into **Human Resources** attention **Monika Cook or Rebecca Furman**.

****Credit cannot be earned during the work day or paid time.**



Columbia School District

Intent To Change Lanes

Date: _____

Name: _____

School: _____

I am requesting to be moved on the salary scale.

From Lane: _____ **To Lane:** _____

Signature: _____

FOR ADMINISTRATION OFFICE USE

Date received: _____ **Credits Applied to Lane Change:** _____

New Lane: _____ **Effective Date:** _____

Request: ☐ Approved ☐ Denied **Reason if denied:** _____

Signature of Superintendent: _____ **Date:** _____

Documents Verified: _____ **Human Resources Signature:** _____