

Box Elder School District
960 South Main
Brigham City, UT 84302

Lane Change Application

Name: _____ School _____

Address: _____ Date Submitted _____

Current Status

Lane _____ Hours _____ Step _____

Request Change to

Lane _____ Hours _____ Step _____

Date Submitted _____

Month effective _____

Verification Documents Needed

University original transcript of credits. Does not need to be official. Internet copies will not be accepted for lane changes.
If applying for M.S. Degree lane change, District will submit copy of transcript to the Utah State Department of Education.

OR

Official letter from University verifying completion of credits or degree. Must submit a transcript at a later date.

Refer to Policy 3302-A Certificated Handbook... "A lane change application and verification received by the 5th of the month, if approved, will be effective the 1st day of the following month. It is the responsibility of the educator to provide all verification".

Applicant Signature

Location of entire policy: Category 1 Salary Policy 1-1 Lane Changes/Approved Credit, page 3302A
Note: 1-1-4-3 (page 3302B) The amount of credit for such inservice shall be limited to one-third (1/3) credit acquired for Lane Change.