

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

## Lane Change Application

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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 5<sup>th</sup> of the month, if approved, will be effective the 1<sup>st</sup> day of the following month. It is the responsibility of the educator to provide all verification".

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Applicant Signature

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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.