



**LANE CHANGE REQUEST APPLICATION**

Name \_\_\_\_\_ Employee # \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_\_ Home Address \_\_\_\_\_ Phone \_\_\_\_\_

1. **Present placement** on salary schedule:

Bach\_\_\_\_ B+20 \_\_\_\_ B+36\_\_\_\_ MSE\_\_\_\_ MS\_\_\_\_ MS+30\_\_\_\_ MS+60\_\_\_\_ Doctorate\_\_\_\_

2. Current Assignment \_\_\_\_\_

3. FTE (Percentage of Full Time Contract) \_\_\_\_\_

4. I have read Article 13.6 (Employee Handbook) and fully understand the responsibility of the Rules Governing Lane Changes. \_\_\_\_\_ (Please Initial)

5. **Requested placement** on salary schedule:

Bach\_\_\_\_ B+20 \_\_\_\_ B+36\_\_\_\_ MSE\_\_\_\_ MS\_\_\_\_ MS+30\_\_\_\_ MS+60\_\_\_\_ Doctorate\_\_\_\_

6. Please attach an official university transcript (Electronic transcript must be sent directly from university to [Jackie.olsen@nebo.edu](mailto:Jackie.olsen@nebo.edu) or a sealed paper copy). Institution \_\_\_\_\_ Eligible Credits \_\_\_\_\_

7. Please attach a MIDAS Professional Development transcript. Eligible Credits \_\_\_\_\_

8. Required documentation has been submitted prior to the September 15<sup>th</sup> deadline. \_\_\_\_\_

9. Lane change placement awarded:

Bach\_\_\_\_ B+20 \_\_\_\_ B+36\_\_\_\_ MSE\_\_\_\_ MS\_\_\_\_ MS+30\_\_\_\_ MS+60\_\_\_\_ Doctorate\_\_\_\_

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Jackie Olsen  
Human Resource Secretary

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This application must be filed with Jackie Olsen through the Human Resources Department by September 15<sup>th</sup> in order to be considered for the current school year! Employee is responsible for verification of their appropriate placement on the salary schedule.**