

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 MA degree to MA+15, MA+30, or MA+45 a teacher is required to provide transcripts verifying graduate credits earned **AFTER** the completion of the Masters degree. If an employee is seeking approval for credits that are stated on the transcript as being taken before the MA was awarded the employee must provide a letter from the university stating the date all the requirements were completed for the MA degree.

To make a lane change you will need to submit the following information to Human Resources by **October 1st** of the school year in which you wish to receive your salary advancement:

- ✓ Required hours of graduate courses (**only for this lane change**)
- ✓ Copy of transcripts for all hours being used which need to include the college/universities name, your name and credit given. The key on the back of the transcript is also need to verify that these are “graduate” classes.
- ✓ The above needs to be attached to **Form # 436; Intent To Change Lanes** available on [kpg"vj tqwi j "](#)
- ✓ All documentation needs to be turned in at one time
- ✓ Please be sure to keep your copy of the Intent to Change Lane form for your records.
- ✓ Turn into **Human Resources** attention Sam Kreassig

* Credit **CANNOT** be earned during the work day **OR** paid time.

WATERLOO COMMUNITY SCHOOL DISTRICT

INTENT TO CHANGE LANE

BA+15	BA+30	MA	MA+15	MA+30	MA+45
-------	-------	----	-------	-------	-------

Name _____ Soc. Sec. # _____
Please Print

Current Lane _____ Move to Lane _____

Graduate Courses Only: List only those used for this lane change.

Course Number	Course Name	Date Completed	Credit Hours

Total Hours _____

SIGNATURE: _____

DATE: _____

MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY OCTOBER 1ST WITH TRANSCRIPTS

(SEE REQUIREMENTS FOR LANE CHANGE FORM)