

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 or a sealed paper copy). Institution _____ Eligible Credits _____

7. Please attach a MIDAS Professional Development transcript. Eligible Credits _____

8. Required paperwork submitted prior to September 15th or January 31st (circle) 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 15th in order to be considered for the current contract year; January 31st for remainder of year! Employee is responsible for verification of their appropriate placement on the salary schedule.