

Intent to Complete Educational Lane Advancement for 20__ - 20__ School Year

Name: _____ Building: HQ RV SP MS HS

STEP 1

Intent to move (circle one in each row):

FROM: BA BA+10 BA+20 BA+30 MA MA+8 MA+16

TO: BA+10 BA+20 BA+30 MA MA+8 MA+16 MA+24

Signed: _____ Date: _____

Please send a copy of this form to Human Resources. Lane change requirements are in your BEA contract, Section 13.1 – Basic Salary Schedule

HR Office Use Only

Received by: _____ Date: _____

STEP 2

Please note: Official transcripts should be sent directly to you and no longer sent to the School District. Transcripts need to remain sealed/unopened.

Prior to September 1st please attach ALL lane change documentation and submit to Human Resources when your documentation is complete. Submitting all your documents at the same time will ensure accuracy of the information.

Provider: _____ CEU: _____ Semester Credits: _____

Provider: _____ CEU: _____ Semester Credits: _____

Provider: _____ CEU: _____ Semester Credits: _____

Provider: _____ CEU: _____ Semester Credits: _____

Provider: _____ CEU: _____ Semester Credits: _____

TOTAL CEU'S: _____ TOTAL CREDITS: _____

Please attach a copy of CEU's. **All** CEU's and credits for advancement must be turned in at once, attached to this form.

Attach sealed/unopened official transcripts. E-transcripts requests should be sent to dletendre@bsd44.org

Note: Quarter credits = .66667 semester credits.

Documentation is due to the Human Resources Department by September 1 of the school year.