

MANSFIELD PUBLIC SCHOOLS

LANE CHANGE PROCESS FORM

ALL ANTICIPATED LANE CHANGE REQUESTS MUST BE IN THE SUPERINTENDENTS OFFICE BY **FEBRUARY 15** OF THE PREVIOUS SCHOOL YEAR.

NAME: _____ SCHOOL: _____

CURRENT LANE: _____ LANE REQUESTED: _____

ANTICIPATED LANE CHANGE DATE(S): _____

Once you have completed all your courses and have your Original Transcripts please fill out a **Salary Placement Form**, attach your **Original Transcripts** (or letters indicating CEUs) and send them to Dyana Bogdan at Central Office by:

August 15 for a *September* Lane Change

February 15 for a *March* Lane Change.

PLEASE SEE TEACHERS CONTRACT: ARTICLE VI, SECTION 5.