



Professional Growth Lane Change directions for new licensed employees

These directions apply to new licensed employees only.

Documents accepted for lane changes

Coursework submitted for lane changes must be on an official university transcript. A copy of the diploma is acceptable as documentation of completion of a degree. University verification for coursework not yet recorded on a transcript may be accepted in lieu of an official transcript. University verification must be on university letterhead, signed by a university official or the instructor and be original – copies will not be accepted. Unofficial transcripts, copies of official transcripts, grade reports and email verifications will not be accepted. An official transcript must be submitted once the coursework is recorded on the official transcript. University issued official electronic transcripts are acceptable and should be sent directly to Human Resources. Please request them to be sent to lstamper@psdschools.org. A lane change application is required for all lane changes.

Completing the lane change application

Lane change applications must be completed in **dark blue or black ink**. Lane change applications completed in pencil or colored ink will be returned to you.

Lane change applications or transcripts that have been highlighted or contain notations will be returned to you. If you need to make a note, please use a separate piece of paper or sticky note.

The lane change application must be complete with appropriate personal information, including your PSD ID number, course titles or descriptions and course numbers. Incomplete lane change applications will be returned to you.

Submitting the lane change form

Lane changes must be submitted in hard copy form with official university transcripts attached. If transcripts necessary for lane change have already been submitted to Human Resources as part of your new hire paperwork, you do not need to resubmit them.

Once submitted, university transcripts become part of your personnel record and they will not be returned to you.

Lane changes must be submitted by the 10th of August to be effective for August's paycheck. Lane changes received after August 10th, but prior to December 10th will be paid on a subsequent paycheck, retroactive to August. (For lane changes to be retroactive to August they must be received by December 10th. Lane changes received after December 10th will be effective beginning in January and will not be retroactive). Questions? Please call Laura Stamper 490-3439