

Application for Professional Growth Credit Lane Change – New Licensed Employees

Poudre School District Human Resources
2407 LaPorte Avenue, Fort Collins, CO 80521

Employee ID _____ Name: _____ Work Location: _____

Do you have a graduate degree? Y ___ N ___ Date of conferral: _____ University granting degree: _____

Official/original college/university transcripts must be submitted to Human Resources in order for this lane change to be processed. This form must be completed in blue or black ink – please do not highlight or mark on transcripts.

Course #	Course Title/Description	College/University	Term/Year	Sem Hrs

For Office Use Only
Sem hours listed above: _____ Request approved: ___ Request denied: ___ Reason for denial: _____
Effective date _____ Approval _____ Date of Approval: _____
Salary classification change requested from: ___ to: ___ verified: ___ Payroll notes: