



Directions for Completing Application for Professional Growth Lane Change

Licensed staff employed in Poudre School District are placed on the teachers' salary schedule according to level of experience (step) and level of education (lane). For teachers new to Poudre School District, initial lane placement will be determined by highest degree only and additional hours must be submitted to Human Resources on this application form.

For all staff, post-licensure course work may be accepted for horizontal movement on the salary schedule if the course work contributes to the professional assignment or the professional growth of the staff member. Lane change for the first master's degree or earned doctorate may be completed by providing evidence of the degree with transcript or a legible copy of the diploma; listing of hours is not required.

All hours applied to lane change are subject to approval by the Licensed Employment Manager, assisted by the Professional Growth Committee established for this purpose.

All course work must be recorded on an official transcript from a regionally accredited college or university or Poudre School District Professional Development. In some cases university verification of course completion can be accepted. University verification must be by an official or agent of the university, on university letterhead, with an original signature.

Approval for hours earned will be granted to a teacher if those hours meet one or more of the following guidelines:

1. Graduate level courses in the subject area in which the teacher is currently assigned or has been assigned.
2. Graduate or undergraduate (with prior approval) level courses related to the staff member's current or past assignment. (All undergraduate courses in Spanish and technology can be used for Lane Change credit.)
3. Graduate level courses in a general education or an interdisciplinary area.
4. Poudre School District Professional Development coursework taken for Lane Change credit.

Hours that will not count for lane change:

1. Hours earned prior to the receipt of Provisional/Initial or Professional Educator/Teacher's License.
3. Undergraduate hours *unless* prior approval is granted.
4. Any course in which a grade of D or lower is earned.
5. **When applying for hours beyond a Masters, all hours which were earned prior to the granting of the Masters.**

Lane change requests must be submitted by the 10th of the month to be effective for that month's payroll.

August Lane Change

To be eligible for an August lane change, coursework must be completed and recorded on an official university transcript or university verified by August 31. Any lane changes submitted between September 1st and December 10th for course work completed prior to August 31st would be effective beginning with the August 31st paycheck and prorated for the remainder of the contract year.

January Lane Change

To be eligible for a January lane change, coursework must be completed and recorded on an official university transcript or university verified by December 31. January lane changes can be submitted from January 1 through May 10, and will be effective beginning with the January 31st paycheck and prorated for the remainder of the contract year. Coursework completed after December 31st will be effective beginning with the following August 31st paycheck.

All lane change requests, including transcripts, must be submitted by May 10th to be effective for the current school year.

Questions? E-mail Istamper or call 490-3439.