

MANSFIELD PUBLIC SCHOOLS

LANE CHANGE PROCESS FORM

ALL ANTICIPATED LANE CHANGE REQUESTS MUST BE IN THE SUPERINTENDENTS OFFICE BY **MARCH 1** OF THE PREVIOUS SCHOOL YEAR.

NAME: _____ SCHOOL: _____

CURRENT LANE: _____ LANE REQUESTED: _____

ANTICIPATED LANE CHANGE DATE: _____

Once you have completed all your courses and have your Original Transcripts please fill out a Salary Placement form, attach your **Original Transcripts** and send them to Janet Quinn 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.

**** If you are moving to a Masters Degree Please send a copy of your Degree from the University or College. ****