

# 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: \_\_\_\_\_

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. \*\*\*\*