



## South St. Paul Public Schools Lane Change Process

*Lane change forms are located on the district website under Human Resources/Human Resources Forms. Following the process outlined below will help to ensure lane changes are processed accurately and efficiently.*

- Prior to taking a course, the employee should obtain prior approval for each course by completing and submitting the “Request for Prior Approval of a College Course” form(s) to Human Resources.
- Human Resources will review the request, approve/deny the request and email the form(s) back to the employee.
  - Employee should print a copy of the approved Request for Prior Approval form(s) and retain until ready to request a lane change.
- Once 15 quarter credits have been accumulated, a lane change request may be submitted. When grades and/or degree awarded have been posted, an official transcript should be obtained. The employee should request the transcript(s) from their college, and have it sent directly to them through the mail or electronically (these transcripts may be opened by the employee and verified for accuracy).

15 quarter credits or 10 semester credits = a lane change 1 semester credit = 1.5 quarter credits
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- Employee completes the “Petition for Lane Change” form and submits a complete lane change packet to Human Resources, which includes:
  - Completed Petition for Lane Change Form
  - Approved Request for Prior Approval Form for each course listed. If the course is on a Master’s Degree approval list, also attach the list of courses.
  - Official transcript with B or better grade for all courses listed. For credits earned under a pass-no grading system, a passing or satisfactory grade will be accepted. Master’s Degree transcript *must* show date the degree was awarded or conferred.
- Lane changes are processed by Human Resources twice per year. Completed lane change requests received in Human Resources by September 15 will be effective at the start of the school year, and completed requests received by January 15 will be effective February 15.
- Human Resources will email confirmation of the lane change to the employee.