

# Washington County School District

## Lane Change Verification

Due by September 15<sup>th</sup>

**PART IA: Background Information:**

<b>NAME (PLEASE PRINT)</b>	<b>SCHOOL</b>	<b>DATE</b>
<b>EMAIL ADDRESS</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>
<b>CURRENT ASSIGNMENT</b>		
<b>ENDORSEMENT AREA</b>		

**PART IB: Proposed Lane Change (Please check the box corresponding to the lane for which you are applying.)**

LANE	2	3	4	5	6	7
Quarter Hours	BS+30	BS+45	MS	MS+30	MS+55	Doctorate
Semester Hours	BS+20	BS+30		MS+20	MS+36	

**PART IIA: Lane Change Information Check List: (Reference Policy 1900)**

- You **MUST** attach a copy of official transcript(s) used to support this lane change:  
 All of the following requirements **MUST BE MET** to be eligible for lane change credit

Reference your transcript(s) to answer the following questions:

	YES	NO
Are the credits recorded on an official transcript issued by an accredited university/college?		
Did you complete all credits for lane change after your teaching license was issued?		
Was the credit acquired outside of normal contract time?		
Is the credit related to your current or probable future assignment?		
Was the credit acquired without receiving a District stipend or compensation?		

**PART IIB: Credit for Bachelor's Degree plus lanes**

**YES NO**

Did you complete all credits for lane change after your Bachelor's Degree was issued?		
<b>Additionally... You must meet one or more of the following requirements:</b>		
1) Was the credit completed in a 5000 series or higher college class?		
2) Was the credit required to obtain a Utah State teaching endorsement? <b>IF YES:</b>		
a) Have you attached a copy of the university course requirements for the endorsement?		
b) Have you attached documentation certifying completion of the endorsement?		
3) Was the credit completed for a District-approved endorsement? <b>IF YES:</b>		
a) Have you completed all requirements for the endorsement?		
b) Are all classes documented on an official transcript?		
4) Was the credit completed in 4000 series course work? (Limited to no more than 6 semester hrs.) Have you used 4000 series course work for previous lane advancement? <b>IF YES</b> , please enter the number of semester hours previously used.		

**PART IIC: Credit for Master's Degree plus lanes**

**YES NO**

Did you complete all credits for lane change after your Master's Degree was issued?		
<b>Additionally... You must meet one or more of the following requirements:</b>		
1) Was the credit completed in a 6000 series or higher college class?		
2) Was the credit required to obtain a Utah State teaching endorsement? <b>IF YES:</b>		
a) Have you attached a copy of the university course requirements for the endorsement?		
b) Have you attached documentation certifying completion of the endorsement?		
3) Was the credit completed for a District-approved endorsement? <b>IF YES:</b>		
a) Have you completed all requirements for the endorsement?		
b) Are all classes documented on an official transcript?		
4) Was the credit completed in 5000 series course work? (Limited to no more than 6 semester hrs.) Have you used 5000 series course work for previous lane advancement? <b>IF YES</b> , please enter the number of semester hours previously used.		

**PART III Lane Change Course Summary (Official Transcript must be Attached)**

Course Description	University or Department	Catalog Number	Credit Hours	Sem / Qtr Hrs	Sem / Qtr & Yr Taken <small>Fall, Winter, Spring, or Summer, 200?</small>	District Endorsment Code	Verified
<b>TOTALS:</b>							

I hereby verify that the information provided on this form is true and correct to the best of my knowledge. Any misstatement, omission, or misinformation is grounds for disciplinary action or for dismissal.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_