



**Provo City School District**  
**Policy Series 5000: Personnel**

**5320 F2**

**Compensation and Benefits: Lane Change Application Form**

Lane changes may occur at any time during the school year, August to April. This application and all verification materials must be submitted to the Provo City School District Human Resources Office **by the last working day before the 25<sup>th</sup> of the month.**

Upon approval of credits/points, the pay for the new lane change will begin the month following when the application was approved. The check reflecting the new rate will be processed on the normal pay date. For credit/point verification, please contact the License Coordinator at the District Office.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Work Location: \_\_\_\_\_

I am presently on lane \_\_\_\_\_ of the Provo City School District's salary schedule. I am applying for:

\_\_\_ BA + 14 semester hours or a total of 252 points (Lane 2)

\_\_\_ BA + 24 semester hours or a total of 180 points (Lane 3)

\_\_\_ BA + 34 semester hours or a total of 180 points (Lane 4)

\_\_\_ Masters Degree (Lane 5)

\_\_\_ MA + 20 semester hours or a total of 360 points (Lane 6)

\_\_\_ MA + 40 semester hours or a total of 360 points (Lane 7)

\_\_\_ Doctorate Degree (Lane 8)

I understand that I am required to furnish verification of all credits and points with this application. I understand the lane change is not retroactive.

Signature: \_\_\_\_\_

Please return this form and all verification materials to the Human Resources Office, attn.: License Coordinator.