

HOWARD LAKE - WAVERLY - WINSTED  
PUBLIC SCHOOLS  
PO BOX 708  
HOWARD LAKE, MN 55349



**REQUEST FOR LANE CHANGE**

Name of Teacher Gretchen Karg  
(please print)

I would like to apply for a lane change:

Present Lane BA + 10 Step 14  
To Lane BA + 20 Step 14

**YOU MAY APPLY FOR UP TO TWO LANE PROGRESSIONS IN ANY ONE SCHOOL YEAR**

Effective date of change - September 20 or March 20 circle one

Gretchen Karg Signature of Teacher  
3-4-24 Date

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**NOTE:**

Evidence of additional college credits must accompany this request or already be on file in the District Office. Forward all transcripts concerning credits to Marilyn Greeley in the District Office as soon as you receive them. If the course is an ungraded course, then a CREDIT APPROVAL FORM must accompany the transcript.

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**AUTHORIZATION:**

[Signature] Superintendent's Signature  
3/4/24 Date

Request was:

Approved

NOT Approved

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* CHANGES IN PAYROLL ARE MADE TWICE YEARLY - SEPTEMBER 20 & MARCH 20**