

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



**REQUEST FOR LANE CHANGE**

Name of Teacher Kortney Carlson  
(please print)

I would like to apply for a lane change:

Present Lane Master's Step 8  
To Lane Master's +10 Step 8

**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

Kortney Carlson 9/11/2025  
Signature of Teacher 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:**

Rae Edwards 9/18/25  
Superintendent's Signature Date

Request was:  Approved  NOT Approved

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*JMB*