

HLWW PUBLIC SCHOOLS
Howard Lake, MN 55349

REQUEST FOR LANE CHANGE

Seena Glessing
Name of Teacher (please print)

I would like to apply for a lane change:

From present lane MA Step 20
To lane MA +10 Step 20

PLEASE REFER TO YOUR MASTER AGREEMENT WHEN FILLING OUT THIS FORM!

Effective date of change September 20 or March 20 circle one 3/27/23
Seena Glessing Signature of Teacher 3/27/23 Date

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 also accompany the transcript.
THERE ARE NO EXCEPTIONS TO THIS RULE!

AUTHORIZATION:

[Signature] Superintendent Signature 3/27/2023 Date

Request was: Approved
 NOT Approved for the following reason _____

*Changes in payroll are made twice yearly – September 20th & March 20th.