

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 +30 Step 15

To Lane MA Step 15

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 2-24-25
Signature of Teacher 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 accompany the transcript.

AUTHORIZATION:

[Signature] _____
Superintendent's Signature Date

Request was:

Approved

NOT Approved

Reason _____

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

Received
3/7/25
[Signature]

[Signature]