



SOUTHERN PLAINS EDUCATION COOPERATIVE

201 East 3rd St. * Fairmont, MN 56031
Phone (507) 238-1472 * Fax (507) 238-2361

APPLICATION FOR CHANGE IN LANE

Name of Staff Member: _____ Date _____

Present Salary Lane:

BA____ B+10____ BA+20____ BA+30____ BA+40____ MA____ MA+10____ MA+20____

Applying for Salary Lane:

BA+10____ BA+20____ BA+30____ BA+40____ MA____ MA+10____ MA+20____ MA+30____

Ultimate Goal:

BA+40____ MA____ MA+10____ MA+20____ MA+30____

Credits Allowable:

Quarter Hours

Semester Hours

Undergraduate _____

Graduate _____

Applicant's Remarks: _____

Recommendation of Director (optional, but recommended): _____

Salary Lane Approved _____

Approved by _____ Date _____

Sarah Mittelstadt, Director

Date

CC _____ Dawn _____ Employee _____ Personnel File _____

(This form should not be sent to the Director's Office until courses are completed for the lane change. Please attach unofficial transcript showing courses taken. Official transcripts may be requested. For full year lane change, materials must be turned in by September 10th. For second half of year lane change, materials must be turned in by January 10th.)