

REQUEST FOR LANE CHANGE



Radnor Township School District • Office of Human Resources

Please complete form, attach official transcripts and return to the Human Resources Office.

Employee Section (Please print clearly)

Name:		Dept/Bldg:
Position:		
Current Lane/Step:	Expected Lane Placement:	

University Name**	Specific Course #	Course Title	# of Credits	Date Earned

**** List University issuing transcript not on-line provider (i.e. Learners Edge is not the University)**

Agreement and Signature

I attest that the information I have provided on this form is complete, true and accurate. By signing below, I understand and agree that I must provide all required documents for the requested lane change.

Signature:	Date:
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Note: Official transcripts for all credits from all institutions for submission of this lane change MUST ACCOMPANY THIS FORM. If transcripts are not attached, form will be returned. Deadline for submission is October 1 of the applicable year.

For Human Resources Office Use Only

Date received:				
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied				
Comments:				
Lane	Lane/Total Credits	Step	Salary	
Authorized Signature:			Date Processed:	