**Murray City School District Professional Advancement Committee Lane Change Request Form (Page 1 of 2)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This application is for | | | BS+20 semester | | | BS+30 semester | | Masters | | Masters+27 semester |
| Name: |  | | | Teaching Assignment: | | | | School: | |  |
| BS Degree: | | | | | Date Conferred: | | MS Degree: | | | Date Conferred: |
| Accredited Institution | |  | | | | | Accredited Institution | |  | |

An official transcript, your CACTUS Professional Development page, or other appropriate documentation must accompany this application. All approved credits accumulate to qualify the employee for lane changes.

**BS + 20 semester BS + 30 semester**

**(BS +20 and BS +30 semester hours must be post teacher certification. +30 requires only 10 additional quarter hours from the +20 lane.)**

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| Total Hours | | | |  | Total Hours | | | |  |

Your application was  approved  denied\* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_

Committee Member Date Committee Member Date

\*If denied, a separate letter will be attached indicating the reasons for the denial.

**MS Column MS + 27 semester**

**(27 hours post teacher certification.)**

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| Course No. | Description | Institution | Date | Credit |  | Course No. | Description | Institution | Date | Credit |
| Submit your official transcript showing you have been awarded a Master’s degree. You do not need to list specific courses. | | | | |  |  |  |  |  |
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| Total Hours | | | |  |

Your application was  approved  denied\* by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_

Committee Member Date Committee Member Date

If denied, a separate letter will be attached indicating the reasons for the denial.