

Cache County School District

LANE CHANGE INTENT LETTER

Name (please print): _____
First Last Social Security #

I am applying for a lane change from the _____ lane to the _____ lane.

I am currently employed at _____ school.

I will provide verification of the following credits to the Office of Human Resources no later than **September 1st**.

University Credits

Credits

- Verified by official transcript
- Credits completed but not posted by September 1st may be verified by class professor on institution letterhead
- Only credits obtained **after** certification for which you were hired may be used toward lane change

Inservice Credits

Credits

- No more than 1/3 of required credit may be inservice credit
- State inservice credits must be verified by the State (Cactus System)
- Cache inservice credits must be verified by the District Office

Applicant's Signature Date Total Credits

1. *A Letter of Intent to make a lane change must be filed with the Human Resource Office by May 1st.*
2. *Credits for lane changes must be presented to the Human Resource Office no later than September 1st.*
3. *Effective September 1, 1980, all credits to be counted toward the MS+30 degree lane must be eligible for use toward a post master's degree, program, credential, or certification. In lieu of 30 semester* hours of credit as described above, 40 semester hours of miscellaneous credit beyond the MS degree may be instituted.*
4. *Only credits obtained after certification for which you are hired may be used toward lane changes.*

***Note: 1 semester hour = 1.5 quarter hours**

**It is the employee's responsibility to verify the eligibility of claimed credits.
Employees will be notified of lane change approval/disapproval September 10th.**