



# Advance Training/Lane Change Procedures

1. Fill out the Advanced Training Program Pre-Approval Form for Teachers. Attach the requested information. **BE COMPLETE** or the form will be returned to you for completion. Be sure to submit this well in advance of enrolling in the program.
2. Submit the form to Human Resources.
3. Human Resources will create a lane change file for you and submit your request to the Superintendent.
4. The Superintendent will review your request and either approve or deny it and return all paperwork to Human Resources.
5. Human Resources will notify you whether or not your request was approved. You will receive a photocopy in District mail of your request as notification. If approved, this document only approves the program, not the individual courses. Be sure to keep a separate personal file with all of your copies of pre-approvals and lane change applications.
6. Once the program is approved, you must fill out The Credit Pre-Approval Form for Advanced Training to request approval for the classes you expect to take during the next term. Turn in all pre-approval and lane change paperwork to Human Resources. Note that you must turn in pre-approvals for all courses one term prior to taking them. See the form for instructions. You will be notified whether or not your courses have been approved. Human Resources will send you a copy of the approved or denied form via District mail. Keep this copy for your records.
7. Once you have enough credits to receive a lane change, you must submit an Application for a Lane Change form. Submit this form to Human Resources by the deadline listed on the form. If the deadlines are not met, you will not be considered for a lane change at the current interval. Be sure to also submit **official** transcripts or at the discretion of the Superintendent, an official letter from the registrar's office to Human Resources prior to the deadline. Photocopies or transcripts printed from the internet will **NOT** be accepted.
8. Lane changes go to the Board twice each school year. If approved, the lane change will be effective beginning either September 1 or the first day of the District's second semester, depending on the interval you applied for.

Frequently Asked Questions	Answers
What courses can be counted towards a lane change?	See the Teacher Master Agreement for guidelines.
Where can I get the forms I need?	On the CHPS website: <a href="http://www.colheights.k12.mn.us">www.colheights.k12.mn.us</a>
Who do I send my request for pre-approval or lane change to?	Human Resources. Also send your official transcripts to HR.
Do I have to do a pre-approval for each individual class?	Yes. However, you may fit up to four classes on each form. <b>MAKE CERTAIN</b> to use the updated version of the form. Pre-approval for classes will be processed 15 working days after documents have been submitted to Human Resources. <i>*Incomplete documents will cause delays in the approval process.</i>
When will I receive an increase in my check?	Your increase will become effective after the lane change is approved. Payroll will issue retro and update to your new salary after the Board approves your lane change. In general, lane changes will go to the 1 <sup>st</sup> Board meeting in December and the 1 <sup>st</sup> Board meeting in April.
What is needed to advance from BA to BA+15?	All credits taken to advance from BA to BA+15 must be approved by the Superintendent. You do not need to be admitted to an "in field" graduate program but you must get pre-approval for all credits.
What is needed to advance beyond BA+15?	You must be admitted to an "in field" graduate program. The Superintendent must approve the graduate program and all coursework. You must submit with your graduate program approval form a detailed description of the program and included courses.

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<p><b>What about course taken before I started with the district?</b></p>	<p>Courses taken before you started with the district do not need to be pre-approved.</p> <p>Courses that were "in progress" when you started with the district do need to be approved if you plan on using those credits towards a lane change.</p> <p>If your master's degree was "in progress" when you started with the district you will need to complete a Program Pre-approval form.</p>

**OUR MISSION**

Columbia Heights Public Schools **create worlds of opportunity for every learner** in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential and develop tools for lifelong success.