

1001 5th Ave SE
 Little Falls, MN 56345
 www.lfalls.k12.mn.us



BreeAnn Rakow
 Human Resources Coordinator
 320-632-2006

Request for Lane Change

Teacher: Building: Date: Major(s):

Minor(s):

Current Teaching Assignment:

Current Lane: _____

Requested Lane: _____

| Institution | Course Number | Course Name | Course Level | Credits | Date Completed |
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• Are these courses part of a Master’s Degree program? **Yes No** • If so, do you have a Master’s Degree program on file with Human Resources? **Yes No** • Have you submitted an **official** transcript to Human Resources showing the completion for all courses listed above? **Yes No**

Employee Signature: _____ Date: _____

() Approved _____ Human Resources Coordinator

() Not Approved _____ Date

Approved _____ Superintendent

Not Approved _____ Date

Comments:

“Creating Our Future...One Student At A Time”