The purpose of this document is to help explain the lane change process and requirements for principals. For contractual language regarding lane changes, please refer to the collective bargaining agreement located at the following link: [https://www.spps.org/Page/33566](https://www.spps.org/Page/33566)

**Overview of Steps in Requesting a Lane Change:**

Navigating the lane change process can be confusing. Here’s a quick checklist of what needs to be done. Additional detail about requirements under each step are listed throughout the rest of this document.

1. Get pre-approval of the courses* (only if needed)
2. Complete course(s).
3. Complete the electronic lane change request form, and upload transcripts showing credits received.
4. Review your credit status 2 weeks after sending in your lane change form and transcripts.
5. Watch for your lane change to show on your paycheck 2 weeks after that.

**NOTE:** The electronic forms you need are available through Employee Self Service. Under the main menu, go to Employee Action Forms, and select the appropriate forms from the list.

***Pre Approval Requirements:**

Generally, pre-approval is *not* required for any graduate level courses, unless:

- The courses are not at graduate level. These must be pre-approved by the Director of Human Resources.
- The courses are earned from institutions not recognized for the purpose of certification by the State Dept of Education. These are only considered if the equivalent course content is not available through accredited institutions, and must be pre-approved by the Superintendent.
- Complete and submit the electronic pre-approval form at least four weeks prior to the course start date.

**Lane Change Request Information:**

- Principals are encouraged to review all information related to lane changes listed in Article 13 of the collective bargaining agreement (Principal Contract). [https://www.spps.org/Page/33566](https://www.spps.org/Page/33566)
- As you receive credits that qualify for a lane change, complete the lane change e-form and attach the original grade report, electronic copies of transcripts, grade reports accessed from the college, and/or PD Express transcript. Attach these documents to the electronic form.
- Coursework MUST be paid for by the employee and taken on the employee’s own time, unpaid and not during the regular duty day, in order to be counted toward a lane change.
- Turnaround time to see the lane change appear on your pay check is approximately 2-3 pay periods from the time the form and required documentation is submitted to Human Resources.
- Lane changes are effective at the beginning of the next pay period from the date the e-form with required documentation are received in Human Resources. They are not retroactive to the date of the class(es).
- Employees can view their lane change credits on file in Human Resources by logging into Employee Self Service. The link to Employee Self Service is: [https://www.spps.org/selfservice](https://www.spps.org/selfservice)
General Eligibility for Lane Change:

✓ Employees can only advance one lane per fiscal year, except for movement from MA+45 to Ph.D
✓ Only graduate level credits are applicable toward lane advancement. The only exceptions shall be for coursework specifically approved in advance by the Director of Human Resources.
✓ Credits must be earned from an institution recognized for the purposes of principal certification by the Minnesota Department of Education. If you are unsure the institution you will be attending is recognized contact the Human Resource Department.
✓ All credits and degrees to be recognized must be relevant to the professional assignment of the principal.
✓ Courses must be taken on unpaid time. The district does not pay for the tuition, fees or reimburse the employee for associated costs.
✓ All eligible coursework must earn a B grade or better, Pass or Satisfactory.
✓ Semester Credits are weighted by 1.5 to determine the quarter credit equivalent (Ex 3 Semester credits = 4.5 quarter credits

Lane Change e-Forms:

The electronic forms you need are available through Employee Self Service. Under the main menu, go to Employee Action Forms, and select the appropriate forms from the list.