

ECHO

EXCEPTIONAL CHILDREN HAVE OPPORTUNITIES

NOTICE OF INTENT FOR LANE CHANGE*

Date: _____

Name (Last, First): _____

Position: _____

Program/Site: _____

Number of Post Graduate/College Credits Earned by the beginning of next school year:

Projection: Lane Step _____

It is my understanding that an original transcript must be submitted to the Human Resource Office as soon as available to implement advanced placement on the salary schedule.

Signature

***Must be forwarded to the Human Resource Director prior to August 15th**