



IASC TEACHER/ESP LANE CHANGE PROCESS



Please read and complete the required documentation prior to beginning any coursework that you will apply toward lane and/or step changes.

1. Prior to taking a course or completing an additional certification, complete the REQUEST FOR PRE-APPROVAL OF ADDITIONAL CREDITS AND/OR CERTIFICATION form, available in the IASC office or on the IASC web site. *The Request for Pre-Approval must be approved by both your Program Director and the IASC Executive Director.* Upon approval, the IASC Executive Director will forward the approved request to the Human Resources Office. The Human Resources Manager will notify the staff member of the approval status.

It is the individual's responsibility to track the number of additional credits and/or certifications on file.

2. When sufficient credits/certification for a lane change have been accumulated, complete the appropriate LANE CHANGE REQUEST form located in the IASC office or on the website. Turn the completed form and requested attachments to the Program Director's office. The Request form will then be forwarded, along with pre-approval forms and transcripts, to the Executive Director for review.
3. After making a determination, the Executive Director will route all paperwork to the Human Resources Office. The Human Resources Manager will notify the staff member of the status of the request and forward the information to payroll, if applicable.
4. Qualified lane changes will take place twice each year effective September 15th and January 15th. Proof of completion of the course and Lane Change Request must be submitted to the Program Director's office no later than September 30th or January 31st.