

MANSFIELD PUBLIC SCHOOLS
LANE CHANGE LETTER OF INTENT

All anticipated lane change requests must be in the Superintendent's office by **February 15** of the previous school year. (ie: due by 2/15/21 for a September '21 or March '22 lane change)

Name: _____ School : _____

Current Lane: _____ Lane Requested: _____

Anticipated Lane Change Date: _____ September _____ March

Once you have completed all your courses and have received your grade(s), please *complete and sign* a **Salary Placement Form**, attach your **Official Transcript(s)*** and send them to Dyana Bogdan at Central Office by:

August 15 for a *September* Lane Change

February 15 for a *March* Lane Change

**Official Transcripts are either the Original/Official transcript from the institution or the electronic official transcript sent directly from the institution to dyana.bogdan@mansfieldschools.com. No copies can be accepted for a lane change.*

Please see Teacher's Contract Article VI, Section 5 or the Lane Change website for further clarification.

Office Use Only:

Rec'd: _____

Emailed receipt: _____