

BEMIDJI REGIONAL INTERDISTRICT COUNCIL

 Bagley PO Box 974 Kelliher

 Blackduck Bemidji, MN 56619 Lake of the Woods

 Cass Lake-Bena Phone 218-751-6622 Laporte

 Clearbrook-Gonvick Brenda R. Story, Executive Director Littlefork - Big Falls

 Mahnomen FAX Number 218-751-6625 Waubun-Ogema

 Northome-Indus [www.bric-k12.com](http://www.bric-k12.com) Admin Office-Bemidji

**REQUEST FOR LANE CHANGE**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the courses taken to achieve this lane change:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Title** | **Course Number** | **Name of College** | **Date Course Taken** | **Total Credits** | **Graduate****Yes/No** | **Date Approved** |
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|  |  |  |  |  |  |  |

What lane are you applying for? FROM LANE\_\_\_\_\_\_\_\_\_ TO LANE\_\_\_\_\_\_\_\_\_

Lane change request needs to be accompanied by a current official transcript (includes the institution **watermark** or **embossed seal**).

Lane Change Approved \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BRIC** Collective Bargaining Agreement

Article IV, Section 2

Subdivision 1. Credits which will be used for advancement on the salary guide will receive prior written approval form the Director of Special Education. The request shall be submitted in written form. Those credits must be found to be germane to the employee’s area of **BRIC** responsibility, as determined by the Director. All courses must be graduate level courses, except that undergraduate work may be specifically approved by the executive board. All courses must receive a grade equivalent of B or higher and/or a pass in a pass/fail course in order to receive credit on the salary schedule. No more than 5 credits may be taken for a pass/fail grade in any lane change.