

SCHOOL BOARD  
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Martha Harris



10035 Courthouse Road  
Charles City, Virginia 23030

David W. Gaston, Ed.D.  
Superintendent

Phone: (804) 652-4612  
Fax: (804) 829-2363  
www.ccps.net

### Request for Lane Change

Procedure: Complete the form, provide supporting documentation and return it to the Department of Human Resources for approval.

- If requesting a lane change to reflect a MA/MS degree or Doctorate, please attach sealed official transcripts.

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Assignment: \_\_\_\_\_

Location: \_\_\_\_\_

Lane Change requested (check one): \_\_\_\_\_ MA \_\_\_\_\_ Doctorate

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### To be completed by the Department of Human Resources:

Current Salary Placement \_\_\_\_\_

New Salary Placement \_\_\_\_\_

School Year \_\_\_\_\_

Processed by: \_\_\_\_\_

Licensure Analyst Date Approved by: \_\_\_\_\_

Cc: Employee Personnel File  
Fiance Daepartment  
Personel Action Report