



**Randolph Public Schools
Office of the Superintendent
Notice of Intent to Change Lanes**

Name _____

Date _____

Job Title _____

School _____

Notice of intent to change lanes must be received by December 1st in order to receive the proper lane and step as of September 1st or February 1st of the next school year. (i.e. December 1, 2023 notification results in lane change on September 1, 2024 or February 1, 2025).

I hereby notify the Office of the Superintendent that I will change lanes as indicated below:

Current Lane

Intended Lane Change

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Bachelor's +15 | <input type="checkbox"/> Master's+45 |
| <input type="checkbox"/> Bachelor's +30 | <input type="checkbox"/> Master's+60 |
| <input type="checkbox"/> Master's | <input type="checkbox"/> CAGS |
| <input type="checkbox"/> Master's+15 | <input type="checkbox"/> CAGS+15 |
| <input type="checkbox"/> Master's+30 | <input type="checkbox"/> Doctorate |

Effective date of lane change:

- | | |
|--|---|
| <input type="checkbox"/> September 1 st * _____ | <input type="checkbox"/> February 1 st _____ |
| (year) | (year) |

I understand that documents substantiating the lane change above must be received by the Office of the Superintendent by August 20th for a September 1 lane change or January 15th for a February 1 lane change in order to receive the proper lane adjustment to my salary.

*If documentation is not attained for September 1st lane change, documentation can be provided for February 1st lane change.