

TEACHER LANE CHANGE CHECKLIST

To successfully complete a lane change, the following information must be demonstrated.

- Coursework is completed through an accredited institution
- Teacher will submit a syllabus for the course work completed.
- Teacher will provide a copy of emails and/or chat lines between the teacher and the professor
- Demonstrated interaction between other students in the course to prove that the course is not self study. This may include a copy of the work from those groups, referenced in the course syllabus, and/or copy of conversations on a message board.

What does self-study mean? noun,plural self-stud-ies. the study of something by oneself, as through books, records, etc., without direct supervision and/or attendance in a class and/or interaction with other students

- Teacher will provide an official transcript

All documents will be submitted with a lane change request form to the Director of Human Resources. Materials will be reviewed by the Director of Human Resources, Director of Learning, and Director of Instructional Technology.