



# BISMARCK PUBLIC SCHOOLS

BISMARCK, NORTH DAKOTA

[Students](#) [Parents](#) [Schools](#) [Employees](#) [Visitors](#)

## STAFF DEVELOPMENT TRACKER

### Lane Change (4 of 4) Requesting a Lane Change

**Yahoo – I am ready for a Lane Change! What do I do?** Once you have been approved for the required number of courses/hours and you have collected and attached your “grade” evidence you should submit for your Lane Change review.

1. Go to the district home page: <http://www.bismarckschools.org>
2. Click on Employees and Staff Development and Forms & Resources

The screenshot shows the Bismarck Public Schools website. The header includes the district name and navigation links for Students, Parents, Schools, Employees, and Visitors. The main content area is titled 'Forms & Resources' and contains several links and documents. A search bar is visible on the left. The 'Request a Lane Change' section includes a form with a text input field for the name.

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[Students](#) [Parents](#) [Schools](#) [Employees](#) [Visitors](#)

you are here: [District Home](#) >> [Employees](#) >> [Staff Development](#) >> [Forms & Resources](#)

**Forms & Resources**

**Staff Development Tracker Guide for Offering a Class**  
[Staff Dvlpmt Guidelines for Offering a Class](#) (pdf document)  
File Size: 90.55 kb  
Staff development and the BPS Staff Development Tracking system apply to all employees in our district. Staff development that is planned and focused on the strategic goals of the district is important for continued growth. This guide provides information and timelines for planning/offering staff development. All staff development opportunities spanning over one hour in length must be entered and registered for through the Staff Development Tracking (SDT) system.

**Compensation Prior Approval Form**  
[Staff Development Compensation Prior Approval Form](#) (doc document)  
File Size: 38.5 kb  
Document also includes the Staff Development Preparation and Presentation Time Log Request for Payment.

**Request a Lane Change**

Request for lane change are submitted via the following form. All course documentation must be uploaded into your staff development tracker account prior to this request. Lane changes are verified shortly after each deadline.

**DEADLINES:**  
2nd Tuesday in September  
2nd Tuesday in January

\* 1. Name:

3. Complete the online “Request for Lane Change” form. This form will be received by Human Resources. Your approved classes and credit numbers as well as your evidence will be verified. If you meet the Lane Change requirements you will be notified and your lane will be changed in Payroll. The new lane will also show up in Tracker.