



Talent Office

Schools Employee Services • 125 South Clark Street, 2nd Floor • Chicago, Illinois 60603
Telephone (773) 553-1142 • Fax (773)553-2821 • EmployeeServices@cps.k12.il.us

CHICAGO PUBLIC SCHOOLS APPLICATION FOR SPECIAL EDUCATION TEACHERS REQUESTING LANE II PLACEMENT FOR NON-GRADUATE WORK IN THE FIELD OF SPECIAL EDUCATION

NOTE: Regularly appointed teachers assigned to special education classes designed to enable the teacher to meet state certification requirements may apply 30 hours of successfully completed undergraduate special education course work for consideration to Lane II placement.

Date: Employee ID: Position Number:

Last Name: MI: First Name:

Home Address: Apt:

City: State: Zip Code: Phone Number:

Date Staffed as Special Education Teacher: School Name:

Program of Special Education:

- Physically Handicapped
- EMH
- Partially Seeing
- EBD
- Home and Hospital
- Blind
- TMH
- Cross Categorical
- Deaf and Hard of Hearing
- Autistic
- Multiple Handicapped
- Early Childhood Sp Ed
- Learning Disabilities
- Speech/Language
- Traumatic Brain Injury
- LBS 1

I hereby request that consideration for Lane placement be given for the following non-graduate work in the field of special education which will enable me to meet city and state requirements for teachers of special education. I agree that, effective with my transfer from a special education position to a regular classroom position, my salary will revert to Lane I unless I have subsequently received an approved master's degree.

Teacher's Signature:

(Should it be necessary - continue on another form) Please list 30 semester hours of Special Education coursework

Date	College	Course #	Title	HRS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	College	Course #	Title	HRS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	College	Course #	Title	HRS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	College	Course #	Title	HRS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note: Applicant's requesting Lane consideration for courses completed at the same institution that awarded their bachelor's degree must submit a letter bearing the school seal indicating which courses are not applied to their degree requirements. The school should indicate the title and course number of the course(s). **There must be 30 hours of approved undergraduate credits in the area of special education to advance to Lane II. Transcripts must be submitted with the application.**

Approved total graduate hrs: Lane Placement From: Lane Placement To:

Approved by: Effective date:

Please submit the form and documentation via fax, mail, or in person to:

Employee Services
125 South Clark, 2nd Floor
Chicago, IL 60603 GSR # 125
EmployeeServices@cps.k12.il.us
Fax: 773.553.2821/Phone: 773.553.1142