

## Lane Move on Salary Schedule

Certified Staff anticipating a move on the salary schedule must complete this form on or before March 31 in order to receive the salary update for the next school year.

- The forms are available on the District Website under Staff Resources- Forms and Tutorials
- Credits to be applied must be validated by transcript by the District Office by June 30
- Credits matriculated after 7/1 will be effective for the following fiscal years' contract cycle
- Credits will only be accepted on a semester basis
- For courses outside of a teachers major/minor field, prior approval of credit for advancement must be obtained from the District Administrator

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Complete the following and return to the District Office for approval. Please provide an official or unofficial copy of your transcripts for proof of credits taken.

My current lane is: \_\_\_\_\_,

I have received \_\_\_\_\_ credits for a lateral move to Lane \_\_\_\_\_ for the next school year.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator Signature

\_\_\_\_\_  
Date