

Lane Move on Salary Schedule

Certified Staff anticipating a move on the salary schedule must complete this form on or before May 15 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

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