

REQUEST FOR APPROVAL OF LANE CHANGE

Per Contract:

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1, Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the School District.

Subd 2. Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor degree must be graduate credits and carry a grade equivalent of a B or higher or pass.

Subd. 3. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the superintendent in writing prior to the taking of the course.

Subd. 4. Effective Date: Individual contracts will be notified to reflect qualified lane changes twice each year effective September 1st and the beginning of the second semester provided proof of completion of the course is submitted to the superintendent's office not later than September 15, of each year or 15 days after the beginning of the second semester.

Subd 5. Advanced Degree Program: A teacher shall be paid on the masters degree lane or higher degree lane only if the degree program is germane to the teaching assignment as approved by the School District and the degree program is approved in writing by the superintendent in advance.

Date: _____

Name: _____

Is a transcript of graduate credits on file in the District Office:

_____ YES _____ NO

DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY

Date Approved; _____

Approved by: _____

Salary Change Effective Date: _____

Lane _____ Step _____