

SOUTH HAMILTON COMMUNITY SCHOOLS SALARY SCHEDULE LANE CHANGE REQUEST FORM

Employee Name

Building and Extension Number

Current Step and Lane

Request to Change to Lane

Date Master's Degree granted (if applicable)

Lane changes are granted in accordance with the terms and conditions listed in the South Hamilton Master Contract or contact Dr. Howard. (See copy in building/district offices for review) **ALL COURSES MUST BE PREAPPROVED BY THE SUPERINTENDENT OR DESIGNEE PRIOR TO TAKING THE COURSE IF THE CREDITS ARE TO BE USED FOR A LANE CHANGE BEGINNING JUNE 8, 2019 AND THEREAFTER.**

- Official transcripts must be submitted with this form.
- Salaries will be adjusted only upon receipt of the lane change form and official transcript by the deadlines established below:

For a lane change to be effective on September 20th, this request form and official transcript must be received in the Human Resource Department by August 31st.

- The teacher is responsible to submit all required document to the Human Resource Department by the established deadlines.

CREDITS BEING USED FOR LANE CHANGE:

College	Course No.	Course Title	Date Completed	Semester Credits	Quarter Credits

Employee Signature _____ Date _____

Please send this completed form, along with official transcripts, to Human Resource Department. If you have questions regarding this process, please contact the district office.

*****If the employee elects to be compensated by the District for the attendance fees and/or through "seat time" for attendance at a conference/training and the conference/training offers graduate credit that the employee elects to take, the employee cannot utilize the graduate credit earned in the conference/training toward educational lane advancement on the salary schedule. If the employee elects to not be compensated by the District for the attendance fees and/or through "seat time" for attendance at a conference/training the employee can utilize the graduate credit earned in the conference/training toward educational lane advancement on the salary schedule.**