

SOUTH HAMILTON COMMUNITY SCHOOLS  
SALARY SCHEDULE LANE CHANGE  
COURSE PRE-APPROVAL FORM

**ALL COURSES MUST BE PRE-APPROVED BY THE SUPERINTENDENT PRIOR TO TAKING THE COURSE IF THE CREDITS ARE TO BE USED FOR A LANE CHANGE. (Effective June 8, 2019)**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Anticipated Date of Lane Change

\_\_\_\_\_  
Current Lane

\_\_\_\_\_  
Proposed Lane Change

**COURSES FOR PRE-APPROVAL:**

College	Course No.	Course Title	Course Credit	Date of Course

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

REMINDER: For a lane change to be effective on September 20<sup>th</sup> a Salary Schedule Lane Change Request Form (located in Staff Resources on district website) and official transcripts must be received in the Human Resource Department by August 31<sup>st</sup>. It is the teacher's responsibility to submit all required documents.

***\*\*\*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.***