

West Central Education District Lane Advancement Request

5.2 Licensed teacher salary schedule placement will be modified to reflect a salary lane advancement at two times during the fiscal year (September 1 and February 1) provided that the teacher submits the following to the WCED Director or designee.

- Pre-approval of courses (copies in personnel file);
- Online courses require rigor and relevance;
- Direct contact with the instructor of the course;
- Satisfactory completion (letter grade above C);
- Official transcripts of credit to accompany request;
- Completed Lane Advancement Request.

Employee name: _____ **Date of request:** _____

Course Title	Course Grade	# Semester Credits
TOTAL CREDITS		_____

Any credits beyond 10 will be carried over and can be applied to future lane changes. It is the staff member's responsibility to track extra credits.

Completed by Director:

Current Step/Lane: _____ New Step/Lane: _____

Effective Date of Lane Advancement: _____

Director Approval: _____ Date: _____

Copy of Lane Advancement Request sent to Kari: _____ Date: _____

Verification letter sent to staff member: _____ Date: _____

Original approvals, transcript, Request and letter in file: _____ Date: _____

New Salary updated in Staff Financials spreadsheet: _____ Date: _____