

9/24/12

REQUEST FOR PRE-APPROVAL OF
SALARY SCHEDULE LANE MOVEMENT

TEACHER: _____

DATE: _____

Educational Lane Adjustments

A. Accreditation: Only credits earned from an institution recognized by the North Central Association Commission on Accreditation and School Improvement Institute of Higher Education (NCA), or earned at an institution accredited by another accrediting recognized by the NCA, will be eligible for movement across the salary schedule.

B. Prior Approval: The District shall approve all credits intended to be used for salary schedule lane movement.

1. To qualify for the master degree schedule, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator and/or his/her designee. When a master's degree does not exist in his/her present teaching field, a teacher may qualify with comparable graduate study in that or another field, subject to the prior approval of the District Administrator and/or his/her designee.
2. Transfer from one group or "lane" to another shall be made at the beginning of the school year following attainment of the necessary credentials.
3. Credentials must be certified by a college register or other proper college official.
4. Credit information for moving from one lane to another and/or for reimbursement must be in the office of the District Administrator by August 1, and the work must be completed by September 1 of the contract year.

Title of Masters Degree: _____

No. of Credits: _____

College or University: _____

Field of Study: _____

Date of Master Completion (Expected) _____

Teacher's Signature

Date of Request

Pre-approval:

Superintendent's Signature

Date