

APPLICATION FOR SALARY LANE CHANGE

Individual contracts will be modified to reflect approved lane changes twice a year. This form, approval of selected courses and evidence of course completion must be submitted to the District office no later than September 1st, and February 1st. Official transcripts are required for college courses and are due no later than September 1st for full year increment, or February 1st for one-half year increment.

Submitted by _____

Current Salary Lane _____

Salary Lane Change Request _____

Course #	Course Description	#Credits/Qtr	#Credits/Sem	College	Date Completed

Applicant Signature _____ **Date** _____

Approved by _____ **Date** _____

Comments:

*One copy of this form will be placed in your personnel file.