

PARAPROFESSIONAL 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/certificates are required for college/training 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 Description | # Credits/Hrs – Qtr | # Credits/Hrs – Sem | College/Training Center | Date Completed |
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Applicant Signature _____ **Date** _____

Approved by _____ **Date** _____

Comments:

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