



Christan Schrader - Director

REQUEST FOR SALARY LANE ADJUSTMENT

I am requesting approval for a change in salary lane classification. I understand that to receive salary adjustments effective at the opening of the school year, all applicable transcripts must be filed in the administrative office by September 30th; in order to receive salary adjustments effective the beginning of the second semester, all applicable transcripts must be filed in the administrative office by February 15th. **Note: Any transcripts submitted 1 year after course end date will be subject to administrative approval.**

Current Salary Lane Classification

Requested Salary Lane

Current School Year

Employee's Signature

Date

FOR OFFICE USE ONLY

This will _____ will not _____ change _____'s salary lane
(Staff Member's Name)

classification for the _____ contract year.

New Salary Lane Classification

Director Signature

Date