



4670 11<sup>th</sup> Street  
East Moline, IL 61244  
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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 30<sup>th</sup>; 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 15<sup>th</sup>. **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 classification  
(Staff Member's Name)  
for the \_\_\_\_\_ contract year.

\_\_\_\_\_  
New Salary Lane Classification

\_\_\_\_\_  
New Salary

\_\_\_\_\_  
Date Effective