



Kathy Ruggeberg, Ph.D.  
Director

4670 11<sup>th</sup> Street  
East Moline, IL 61244  
309-796-2500  
Fax 309-796-2911

**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 August 30th. **Note: Any transcripts submitted 1 year after course end date will be subject to administrative approval.**

\_\_\_\_\_  
(Employee Name - Printed)

\_\_\_\_\_  
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

\_\_\_\_\_  
Director Signature and Date