



Lane Change Application

Name of Teacher: _____ Date: _____

School/Position: _____

Present salary status (i.e., BA, BA+15, BA+30, etc.) _____

Lane sought on salary schedule: _____

I expect to receive this lane change: **September** **February**
_____ - _____ **School Year**

Transcripts Attached **Yes** **No**

Per Article XI, Section 4. Advanced Training Policy:

The training level of a teacher as of September 1 will determine the salary for the first semester (13 teacher pay periods) and as of the end of the District's first semester will determine the salary for the second semester (13 teacher pay periods). The teacher with sufficient credits or other acceptable experiences to advance on the salary schedule shall file application with the Human Resources Director by September 1 or the end of the District's first semester--and submit proof of completion to the Director of Human Resources prior to October 1 or February 15, whichever may be applicable. Late applications shall be considered for salary adjustment at the next semester interval.

Master Agreement
Independent School District 13 and
Columbia Heights Federation of Teachers Local 710
For School Years 2013-2015

OFFICE USE ONLY

Comments: _____

Effective date: _____

Approved: _____ Date: _____

Signature of Superintendent

January 2014

OUR MISSION

Columbia Heights Public Schools **create worlds of opportunity for every learner** in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential and develop tools for lifelong success.