

INSTRUCTIONS

SHADED AREA MUST BE FILLED IN COMPLETELY

IMPORTANT - Even if you are only *considering* a lane change, it is imperative that your information reach the District Office on or prior to April 1. All *possible lane changes* are included in the budgeting process.

1. Application must be made *prior* to enrolling in any course and **prior to April 1 of the previous contract year of the teacher's intention to advance educational lanes on the established salary schedule** if a lane change is to take effect. If application is received after **April 1**, your lane change will not take effect until the following year. **(BAEA- Article VIII, Section 2, Subsection 4)**

2. List all courses you wish to have approved for the required **15 quarter credits** to change lanes along with (1) a statement as to how the course(s) relate to the criteria listed on front-side and (2) a description or summary of each course content. **(BAEA- Article VIII, Section 2, Subsection 6 and Subsection 7)**

3. After each course is completed, attach course grades or transcript; forward all copies to the **Superintendent's Secretary** by **September 30** or sooner. If a transcript is not available by **September 30**, other satisfactory evidence of successful completion of the course will be accepted, pending receipt of the official transcript; however, ***any pay adjustment shall not be made until the official transcript is received.*** **If official transcript is not received by November 1, the teacher will not move over on the salary schedule or receive the Masters Stipend until the following year.** **(BAEA- Article VIII, Section 2, Subsection 4)**

4. The Superintendent will indicate final approval of credits allowed for educational increment on the salary schedule, notify the payroll clerk of such final approval and indicate which school year the lane change will become effective. Copies of the final approval will be distributed to the employee and that employee's personnel file.

The BAEA Master Agreement specifically outlines "Placement on the Salary Schedule", **Article VIII, Section 2.**

Please read your Master Agreement carefully