

# Salary Lane Request

TO: All Teachers  
FROM: Human Resources  
DATE: September

Please find below a "Request for Salary Adjustment for Second Semester. You must fill out this form and return to the Human Resources Office no later than **November 1<sup>st</sup>** so that it can be listed as an anticipated change. Failure of the teacher to provide such notification by **November 1<sup>st</sup>** will make it impossible for the adjustment to be made for second semester.

The pay level request will not be considered complete and official until the Human Resources Office receives **OFFICIAL TRANSCRIPTS** before **FEBRUARY 15th**. Salary level adjustments will not be made until Official Transcripts are received. Such change will be retroactive to the beginning of second semester.

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

School Building: \_\_\_\_\_

University Granting Degree: \_\_\_\_\_

Adjustment Request to: **BA+18**

**MA**

**Specialist**

*I have read the above information regarding notification and official transcripts. I understand that it is my responsibility to turn in official transcripts to the Human Resources Office no later than February 15th. I understand that the Human Resources office will notify me by email when such transcripts have arrived, as well as notify payroll accordingly to make the appropriate salary lane increase. In the event transcripts are not in the Human Resources Office by the February 15th deadline, my lane change request will be transferred to the next appropriate semester.*

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Received in HR by: \_\_\_\_\_ Date: \_\_\_\_\_