

**WILMINGTON PUBLIC SCHOOLS  
NOTIFICATION OF ANTICIPATED LANE CHANGE  
For 2023-2024 SCHOOL YEAR**

*Per Article XXV, Section 2 of the Wilmington Public Schools Teachers Agreement:*

*Compensation for advanced degrees shall become effective only on September 1 of each year. Any educator who anticipates movement to a higher salary lane shall notify the Central Office in writing, no later than January 1st of the school year preceding the anticipated move. It shall be the educator's responsibility to ensure that he/she has provided all documentation to the Central Office by August 15th in order to be eligible to move to a higher salary lane for the upcoming school year. In the event that it is a summer course, once the educator provides documentation of completion, salary will be adjusted retroactively.*

**PROCESS FOR SALARY LANE CHANGES**

- If you anticipate movement to a higher salary lane for the next school year please complete **PART ONE** of this form as notification to the Superintendent of your anticipated lane change and **send to Jen Contrada in the Central Office via email or interoffice mail by January 1, 2023**.
- A copy of this application, with **PART TWO** completed will be returned to you. This will verify that the Central Office has received your notification and will advise you of the current number of hours earned on file, *as of the date your Frontline account was reviewed*. If you do not receive a copy of this application with PART TWO completed by March 1, 2023 please contact the Central Office. Remember to submit **official transcripts** of credits earned by August 15, 2023 to the Roman House.
- Once all graduate credits/in-service hours have been received by Central Office and applied to your Frontline account, you will receive notification informing you of your lane change status.
- ***Please remember that it is your professional responsibility to review your Frontline account on a regular basis and ensure that all of your earned hours are accounted for in Frontline.***

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**PART ONE**

**TEACHER NOTIFICATION OF ANTICIPATED LANE CHANGE**

*Complete and return this form to the Roman House no later than January 1, 2023*

To the Superintendent of Schools:

I intend to complete, or have completed, educational course work that will qualify me for a salary lane change from:

\_\_\_\_\_ to \_\_\_\_\_  
Current Lane Anticipated Lane

I understand it is my responsibility to ensure that the Central Office receives **official documentation/ transcripts** of all hours earned and applied to my application for a lane change no later than **August 15, 2023**.

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
School

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

\_\_\_\_\_  
Date

**PART TWO**

**ACKNOWLEDGEMENT OF LANE CHANGE REQUEST**

Central Office has received your request for your anticipated lane change, effective the 2023-2024 school year.

**Currently**, you are placed on the salary scale at \_\_\_\_\_.

As of \_\_\_\_\_ you have **completed** \_\_\_\_\_ in-service hours toward the salary lane change requested. You must submit paperwork for an **additional** \_\_\_\_\_ hours by **August 15, 2023** to be eligible for your lane change request approval.

**Please NOTE: This is not an approval of your lane change.** This is a status update of where you are as of the date your Frontline account was reviewed and the additional hours, if any, that are needed to be eligible. ***You are responsible for keeping track of the additional hours needed to meet the requirement by reviewing your Frontline account on a regular basis.*** You will receive your official notification at the start of the 2023-2024 school year.

Courses and credits must be pre-approved in accordance with terms of the Wilmington Public Schools Teachers Agreement.

If you have any questions about the information included on this form, please contact Jen Contrada, Central Office Support Assistant: [jennifer.contrada@wpsk12.com](mailto:jennifer.contrada@wpsk12.com)

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Christine Elliott, Assistant Superintendent for Curriculum and Staff Development

\_\_\_\_\_  
Date