

**WILMINGTON PUBLIC SCHOOLS
NOTIFICATION OF ANTICIPATED LANE CHANGE
For 2019-2020 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 Superintendent of Schools 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 Superintendent's 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 Tristen Dixey in the Superintendent's Office via email (tristen.dixey@wpsk12.com) or inter-office mail **by January 1, 2019**.
- A copy of this application, with PART TWO completed will be returned to you. This will verify that Human Resources has received your notification and will advise you of the current number of credits earned on file. You may also look up your own credits on Aspen.
- Remember to submit official transcripts of credits earned by August 15, 2019 to Tristen Dixey.
- Once all graduate/in-service credits have been received by Human Resources and applied to your credits earned, you will receive notification from the Superintendent acknowledging the completion of your lane change.

PART ONE

TEACHER NOTIFICATION OF ANTICIPATED LANE CHANGE

Complete and return this form to Roman House no later than January 1, 2019

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 Human Resources has received official documentation of all credits earned and applied to my application for a lane change no later than August 15, 2019.

Teacher's Name

School

Teacher's Signature

Date

PART TWO

HUMAN RESOURCES ACKNOWLEDGEMENT OF LANE CHANGE NOTIFICATION

The Superintendent has received notification of your anticipated lane change effective the 2019-2020 school year. Currently, you are placed on the salary scale at _____.

As of _____ you have completed _____ graduate and _____ in-service credits towards the salary lane change requested. You must submit paperwork for an additional _____ credits by August 15, 2019 to be eligible for a lane change request approval.

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 or wish to review your file, please contact Andrea Stern Armstrong, Director of Human Resources, at andrea.armstrong@wpsk12.com.

Andrea Stern Armstrong, Director of Human Resources

Date