

St. Charles CUSD 303
Professional Growth
Request for Salary Schedule Lane Change

Name _____ Date _____

School _____ Assignment _____

Check one box in each column.

Current Lane:

- BA
- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- PHD/NBCT PLAN A

Lane Change to:

- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- ED.D / PH.D

1. **Graduate credits** – submit an **official transcript** to the Human Resources dept. Graduate credits must have been pre-approved by the district to be eligible for district salary schedule credit. Human Resources will accept **electronic official transcripts** only if sent directly from the university to the following district email: Laurel.Bergren@d303.org OR official transcripts may be mailed to the district:

Community Unit School District 303
 Human Resources / Bergren
 201 South 7th Street
 St. Charles, IL 60174

2. **In-District credits** - attach a copy of your **My Learning Plan transcript** for in-district credits earned and submit by the deadlines stated below.
3. **DEADLINES:** Official transcripts and all forms must be received by Human Resources to be eligible for district salary schedule credit by:
 - November 15th for 1st semester
 - March 15th for 2nd semester.