

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](mailto: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 Frontline-Professional Growth (formerly 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.