



Teacher Lane Change Request Form

Employee Name: _____ Date: _____

Current Lane: _____ Lane Request: _____

Lane Change Information

5.3 ADDITIONAL SALARY THROUGH PROFESSIONAL ADVANCEMENT - Teachers may earn additional salary by earning additional college credits. Proof of such credit must be submitted to the Office of the Superintendent prior to September 1st if the change is to be effective for the current year. Such credits earned toward advancement beyond the B.A. degree must be graduate credit, however, undergraduate credit will be acceptable upon advance approval by the Superintendent if and only if the course work is in the area that the teacher is presently teaching within the Harrisburg School District. A teacher's salary will be increased by \$650.00 for the following number of graduate credits earned: BA+15, BA+40. A teacher's salary will be increased by \$1000 for graduate credits earned for a MA, \$1350 for a MA+15, \$1700 for a MA+30, and \$2,000 for a Doctorate. The School Board will grant a one-time bonus of \$500 to a teacher immediately following proof of their first Master's Degree earned. This will take effect for all Master's degrees earned after July 1, 2012.

For more information, contact Human Resources: 605.743.2567 x3004

List classes that qualify for lane advancement below:

Name of College/University	Title of Class	Supporting Documentation (Y/N)

**Additional classes can be listed on separate page.

Human Resources Use Only			
Date Received in Human Resources: _____			
Human Resources Representative Signature: _____			
New Lane: _____	Effective Date: _____	MA Bonus: _____	Date Processed: _____
No Change: _____ Denied: _____ Reason: _____			