

West Central Education District Lane Advancement Request

5.2 Licensed teacher salary schedule placement will be modified to reflect a salary lane advancement at two times during the fiscal year (September 1 and February 1) provided that the teacher submits the following to the WCED Director or designee.

- Pre-approval of courses (copies in personnel file);
- Online courses require rigor and relevance;
- Direct contact with the instructor of the course;
- Satisfactory completion (letter grade above C);
- Official transcripts of credit to accompany request;
- Completed Lane Advancement Request.

Employee name: _____ Date of request: _____

Course Title	Pre-approval date	If online, rigor and relevance?	Direct Contact?	Grade	Credits	Semester or Quarter

Completed by Director:

Current Step/Lane: _____ New Step/Lane: _____

Effective Date of Lane Advancement: _____

Director Approval: _____ Date: _____

Copy of Lane Advancement Request sent to Andrea: Date: _____

Verification letter sent to staff member: Date: _____

Original approvals, transcript, Request and letter in file: Date: _____