



Department for Human Resources

Assistant Superintendent for Human Resources – Dale Fisher, Ed.D.
Human Resources Specialist - Mrs. Barbara Dombroski
Administrative Assistant for Human Resources – Ms. Brandie Roark

LANE CHANGE REQUEST FORM DEERFIELD PUBLIC SCHOOL DISTRICT 109

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
School: \_\_\_\_\_
Current Assignment (School, Grade, Subject): \_\_\_\_\_
Institution Providing Degree: \_\_\_\_\_
Degree Obtained: \_\_\_\_\_
(Please note an official copy of your transcript must be received for Lane Changes)
Area of Study: \_\_\_\_\_

FOR OFFICE USE ONLY

GRADUATE COURSE CREDIT

Current Lane/Step: \_\_\_\_\_ Current Base Salary \$ \_\_\_\_\_
New Lane/Step: \_\_\_\_\_ New Base Salary \$ \_\_\_\_\_
Effective Year: \_\_\_\_\_ Difference \$ \_\_\_\_\_
Prorated at % \_\_\_\_\_
Salary Adjusted \$ \_\_\_\_\_
Adjusted Base Salary \$ \_\_\_\_\_

The % of the salary including adjustment by changing lanes based on the date of lane change form submission...

- August 15 100% December 15 60% March 15 30%
September 15 90% January 15 50% April 15 20%
October 15 80% February 15 40% May 15 10%
November 15 70%

SALARY ADJUSTMENT

Approved Denied
Date: \_\_\_\_\_
Verified by: \_\_\_\_\_
Approved by: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_
Printed: \_\_\_\_\_
Date: \_\_\_\_\_