



Department for Human Resources

Assistant Superintendent for Human Resources – Dale Fisher, Ed.D.
Administrative Assistant for Human Resources – Mrs. Dana Holman

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 a course completion date of...

- 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: _____