**Atlantic Community School District**

**100 Linn Street**

**Atlantic, IA 50022**

**(712) 243-4252**

**NOTIFICATION OF SALARY LANE CHANGE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to inform the Atlantic Community School District of my intention to make a salary

lane change from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that would

become effective for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year.

My status at present is as follows: (circle one):

1. I have already accumulated the hours necessary for the lane change. The Human Resources Department should have my transcripts on file.
2. I am in the process of completing the course work necessary for the salary lane change and will have the hours of credit necessary for the change by the beginning of the school term.

I understand that the next year’s contract will be issued at my current lane. I have until September 1 of the next school year to provide an updated transcript to the district administration office. Upon receipt, a new contract will be issues reflecting the advanced lane and step.

Other information or comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**This form must be received in the Human Resources Department by May 1st.**

District Office acknowledgment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Department