

## Charlotte Public Schools Record of Hours Earned for Salary Lane Advancement

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

Advance Salary Scale to:    BA +15 \_\_\_\_\_    MA \_\_\_\_\_    MA +15 \_\_\_\_\_    MA +30 \_\_\_\_\_

This form should be completed as a record of courses taken to place a teacher on the next salary schedule. It should be submitted to the Director of Curriculum upon completion of 15 Semester Credits or a MA degree.

Course Number	Course Name	Institution	Date Completed	Semester Credits Earned

**How have these classes enhanced or improved your instructional effectiveness?**

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**How are these courses aligned to District or Building instructional goals?**

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Please submit an **official transcript** for all courses taken. Transcripts will be kept in your personnel file in the Superintendent's Office. Please note if you have already submitted transcripts for the courses listed, you do not need to re-submit them. Changes are made only after all materials are received and are effective as stated in the current CEA Contract.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Process for Submitting a Salary Lane Advancement Form**

1. Upon completion of the designated number of credit necessary to advance to the next salary lane, fill out the Record of Hours Earned for Salary Lane Advancement Form. Please ensure you have all credits listed.
2. Particular attention should be paid to the questions, “How will these classes enhance or improve your instructional effectiveness?” and “How are these courses aligned to District or Building Instructional goals?” The information filled in here is strongly considered during the approval process.
3. Gather all necessary documentation as proof of completion of courses.
4. Give the form to your building Principal to be signed.
5. The Principal will then forward the form and any attached documentation to the Department of Curriculum and Instruction.
6. The Director of Curriculum and Instruction will the approve the form, send any attached documentation to the Superintendent's Office to be kept in your personnel file, and give the completed form to HR.
  - a. According to the current CEA contract, all Lane Changes go into effect January 15th, 2019.
7. HR confirms and gives final approval of the Salary Lane Advancement, and hands off the form to Payroll.
8. Payroll implements the Salary Lane Advancement as stipulated in Article 5, section A-4 of the current CEA contract.