



LANE ADVANCEMENT FORM

Licensed Staff

Name _____ Current Year and Lane (ie, 9F) _____

Current Job Position (if in a split position, notate each and FTE)

Directions:

1. Maintain and submit this document as the record of coursework you complete toward a bundle of 12 semester/credit hours (180 contact hours) for a lane advancement. Advancing one lane on the licensed salary schedule is based on obtaining 12 approved semester hours of credit. (15 contact hours = 1 credit hour)
2. Collect documentation of completion of coursework at the end of each course or in-district training. (Documentation for coursework may be: transcripts, official grade slips, or certificate. It must include the participant name, organization/university, date completed, and amount of contact/credit hours)
3. Lane advancement bundles of 12 semester hours can be submitted to Human Resources (along with supporting documentation) two times in an academic year (September 1 - August 31). Lane Advancements will be processed for that month's payroll if all documentation is submitted by the first of the month. Submissions approved by the 5th of each month will be reflected on your paycheck on the 15th of that same month, and applied to your salary from the date of approval forward. ([16.5.4 of 2021-24 agreement](#))

Course Title or In-service Title	University / Organization	Semester Credit	Equivalent Hours	Date Completed	Type of Attached Documentation of Successful Completion; also include pre-approval document; annual leave documentation

Additional space, if needed

Course Title or In-service Title	University / Organization	Semester Credit	Equivalent Hours	Date Completed	Type of Attached Documentation of Successful Completion also include pre-approval document; annual leave documentation

Carryover Credits being applied to this Lane Advancement form* _____

**Must include copy of approved Lane Advancement Form showing Human Resources identified Carryover hours.
16.5.3 Any additional credits outside of a bundle of twelve (12) but not equaling the additional twelve (12) credits required for lane advancement, may be used at a later date for lane advancement, as long as they are within the last five (5) years. Human Resources will issue a certificate to record any outstanding credits.*

Employee Signature _____ Date Submitted _____

For Human Resources Use Only

Received by (print name) _____ Date _____

Credit Hours Calculated for Advancement _____

Carryover Credit Hours Eligible for Next Lane Advancement (within 5 years) _____

Approved by (print name) _____ Signature _____

Date of Approval _____ Date Submitted to Payroll _____

**Upon approval, a copy of this completed form will be sent to the employee for their record.
A copy of this completed form will be placed in the employee's personnel file.**

LANE ADVANCEMENT Q & A

When can a bundle of 12 semester hours be turned in for lane advancement?

1. Lane advancement credit in a bundle of 12 semester hours can be submitted to Human Resource (along with supporting documentation) 2 times per academic year (September 1 - August 31). As long as it is submitted by the 1st day of the month, and approved by the 5th of the month, it will be processed and reflected on your paycheck on the 15th of that same month. ([16.5.4 of 2021-24 agreement](#))
2. Compensation for an approved bundle of 12 hours is applied to his/her salary from the date of submission forward.

What types of credit can I use toward lane advancement?

1. A district course catalog (list of approved training and professional development opportunities: <https://bit.ly/SSDPD>) will reflect the approved trainings/ courses that are eligible for lane advancement.
2. Graduate level coursework that is:
 - in the content area being taught, under the content standard ([16.5.1.1 of 2021-2024 agreement](#)) or;
 - directly connected with the district’s strategic plan at time of completion, or;
 - related to the employee’s professional growth plan under the employee evaluation system (aligns to the Teacher Quality Standards - [16.5.1.2 of 2021-2024 agreement](#)).
3. Undergraduate hours only count:
 - in the areas of Spanish language, cultural proficiency, technology ([16.5.1.2 of 2021-2024 agreement](#)),
 - conference attendance or other continuing education hours related to school district goals ([16.5.1.3 of 2021-24 agreement](#)), or
 - if they are included in the teacher’s professional growth plan ([16.5.1.2 of 2021-2024 agreement](#)).
4. District approved hours are at a rate of 15 contact hours to 1 semester/credit hour.
5. Induction program activities are not eligible for lane advancement.
6. Time spent by a teacher serving as a district-approved mentor is not eligible for lane advancement.

If	And	Then
A teacher pays for the semester/contact hours	Completes the hours outside his/her regular work day	The hours are eligible for lane advancement*
The District pays for the semester/contact hours	The teacher completes the hours during his/her regular work day	The hours are <u>not eligible</u> for lane advancement
If the District pays for the course and the teacher pays for the semester hours	The teacher completes the semester hours outside his/her regular work day**	The hours are eligible for lane advancement*
If a teacher pays for the semester hours and <u>does not</u> take annual leave to attend**	Completes them during his/her regular work day	The hours are <u>not eligible</u> for lane advancement

* As long as the course content is eligible under the provisions of the lane advancement form / [2021-2024 agreement](#).

**If an employee uses annual leave to attend, hours may be eligible ([16.5.1 of 2021-2024 agreement](#)). Evidence of taking annual leave must be submitted with Lane Advancement paperwork. Annual Leave is not district-allocated Professional Development days [Prof Dev - Individual (A20)].

Other items related to turning in a lane advancement plan.

1. All professional development opportunities offered by the District (and professional development models) will attempt to be offered for graduate level credit. Should a teacher choose in-district contact hours instead, they will receive a district certificate reflecting the corresponding number of hours.
2. Contact hours awarded in the district must be represented by a certificate with the specific number of hours and the signature of the district administrator coordinating/approving the offering.
3. Semester hours necessary to obtain a license through CDE do not count towards lane advancement or initial placement on the salary schedule. This does not apply to license renewal.
4. Carryover Credits earned prior his/her hire date (but not a complete bundle) will be recognized for the first lane advancement.
5. Carryover Credits (exceeding the submitted bundle) are eligible to be used with the next lane advancement bundle.
6. Only courses taken within the previous 5 years of submission will be eligible for lane advancement.

International courses:

1. Transcripts must be submitted to an internationally recognized translation service (e.g. WES) for credit conversion into American credit units.

What documentation is required for lane advancement?

1. Completion of a lane advancement form.
2. Official supporting documentation indicating completion of the hours. Documentation for coursework may be a transcript or grade slip. In-district training must be a district certificate. Scan document in color.
- 3a. Any courses being submitted for Lane Advancement that have not been listed on the [SSD PD Course Catalog](#), must be pre-approved by either:
 - 1) the Directors of Elementary or Secondary Education, or
 - 2) as part of the teacher's Professional Growth Plan (SB 191 goal) as approved by their evaluator
- 3b. *The teacher is responsible to submit pre-approval documentation (pre-approval email, screenshot of corresponding PGP goal) for the course/conference being eligible for Lane Advancement.*

Direct link to SSD 2021-24 Master Agreement:

<https://drive.google.com/file/d/1JG-03VIDUepW-SMF7rO3RjdAuNUPgMYg/view>