



East St. Louis School District 189

Arthur R. Culver
Superintendent of Schools

MEMO

To: Certificated Staff on Teaching Pay Scale
From: Valencia Hawkins, Chief Human Resources Officer
Date: May 7, 2024
Subject: Lane Change Application

The deadline for submitting applications for salary lane changes is June 30, 2024.

Lane Change is a movement on the Certified Teacher pay scale based on completed educational credits and/or degrees.

The following requirements must be met to qualify for a lane change:

1. An application must be completed and filed with HR by the deadline date.
2. **Official transcripts addressed to Crystal Hill (digital or mailed) must be submitted to HR by July 31, 2024 or October 31, 2024.** Please note that HR is not responsible for keeping track of transcript requests. Please make sure your college or university sends your transcript for delivery by the July 31, 2024 deadline or October 31, 2024 deadline.
3. When applying for lane change (i.e. from Bachelors Lane to Masters, or Masters Lane to Masters +16, or Master's Lane to Master's +30), keep in mind that course work must have occurred **AFTER** the conferment of the previous degree. No additional credit hours will be granted prior to the award of the degree.

Crystal Hill in HR will contact applicants after July 31, 2024 to advise them on the status of their applications. If you have any questions or need additional information, please contact Ms. Hill at crystal.hill@estl189.com.

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DEPARTMENT OF HUMAN RESOURCES

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