

Francis Howell School District
Lane Changes - Transcript Processing Protocol - Revised July 22, 2024

- **Per Regulation 4505 CR**
 - Official transcripts of graduate work must be submitted to the Personnel office by October 15th to be credited to the current year's salary.
 - Official transcripts of graduate work must be submitted to the Human Resources Department by February 15th to be credited to the current year's salary. Approved graduate credit shall be credited to the teacher's salary retroactively to the first day of second semester of the current school year.
 - Credit Beyond the Bachelor's and Master's Degrees Graduate Credit - Graduate hours related to the subject are certification for the position for which a teacher is being hired, that were earned prior to obtaining DESE certification will be honored when the teacher is placed on the salary schedule. Graduate credits intended to apply to a Master's plus column on the salary schedule must have been earned after receiving a Master's degree. These hours must be appropriate for an area of certification as approved by the DESE or appropriate to the teacher's assignment. The hours must be from an NCATE or state approved school unless previous approval has been received from the superintendent/designee.
- Transcripts should be forwarded to the Human Resources Department at 801 Corporate Centre Drive, O'Fallon MO 63368, as soon as possible after graduate hours have been completed which would result in a lane change. Transcripts must arrive from the university in a sealed envelope. Electronic copies of transcripts are acceptable, if emailed directly from the university to transcripts@fhdschools.org.
- When a teacher requests transcripts from a university, an email notification should be sent to transcripts@fhdschools.org. The email should include the name of the university, how many graduate hours they are anticipating from the university and, if the teacher is expecting a lane change. (MA, MA+15, MA+30 or DOCT).
- The HR department will notify the teacher via a "generic" email when their transcripts have been received from the university. If transcripts have not been received within three weeks, then HR will notify the teacher via email. Please allow a three-week period before inquiring about the receipt of your transcripts. This will allow the HR staff to efficiently process lane changes. If you have not received an email from the HR department and three weeks have surpassed from the date you ordered your transcripts, please email transcripts@fhdschools.org regarding your concern.
- After the first "generic" notification of receipt of transcripts, the HR department will review the transcripts within 72 hours. A second email will be sent to the teacher whether or not the transcripts received will result in a lane change. The email will verify the university name, number of additional credit hours which will apply to the degree hours and where the teacher will be placed on the salary schedule. Lane changes will be processed within 30 days of receipt of the second email.
- Transcripts will be forwarded to the HR Associate who will process the transcripts in the order they are received. The HR Associate completes the final audit and sends an "Official" response confirming the new salary, effective date of the lane change, and if retro pay is owed. The teacher will receive an updated contract that reflects the new lane change.
- *Transcripts received after October 15th will be held and processed for the second semester lane change. Transcripts received after February 15th will be held and processed for the next school year's contract.*