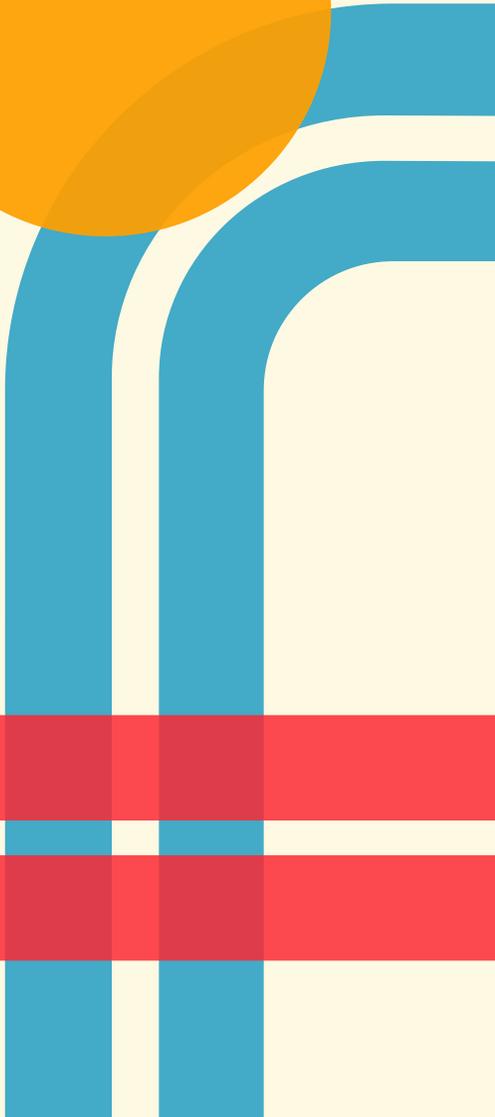
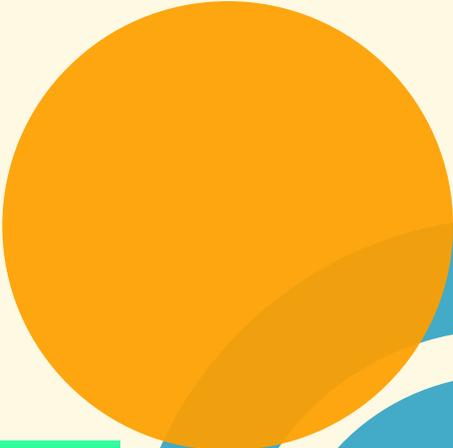


Lebanon School District
Teacher Academic Track Advancement
Process Guide



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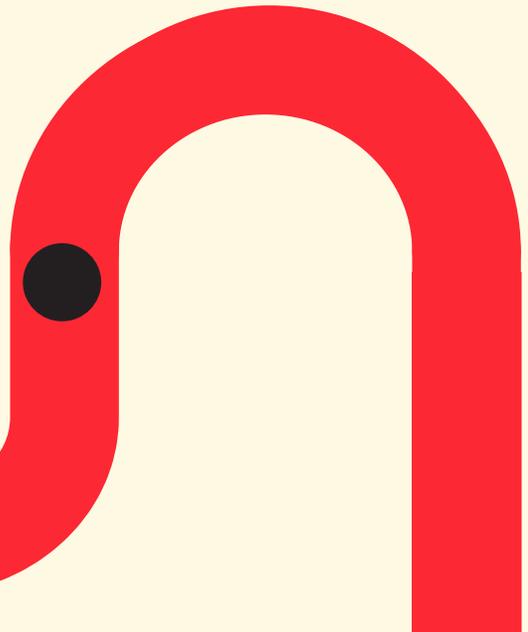
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Introduction

- The Academic Track Change process is a multi-step process governed by the LEA Professional Agreement with separate deadlines. Please do note that this process is outlined in the LEA Professional Agreement (available [online](#)).





Timeline

- Salary adjustments will be made within two weeks of the SAU's receipt of the official transcript.





Process

- **Per Article 6.7 of the LEA CBA;** course credit for track movement on the salary schedule will be awarded for the satisfactory completion of (a) bachelor's or associate level courses that have been pre-approved by the Superintendent as critical to the professional development of the individual teacher and (b) graduate level courses.
- Salary track adjustments will be made for approved courses if completed prior to the first payroll in February provided that the bargaining unit member notified the SAU office of the member's anticipated completion of the courses needed for track movement via [electronic form](#) **no later than December 1 of the previous school year** and has submitted an **official transcript** to the SAU. The Lebanon Association President/s will have access to view the form and spreadsheet of responses.
- If the transcripts are received after your first pay period of the applicable school year, the change would be processed as of the following pay period and not retroactively.
- In order for any credits to count towards a +15 or +30, the applicable degree must be completed first, and the additional credits to go up to +15 or +30 must be completed separately after the completion of the actual degree. The District does not count credits that are part of a degree (Bachelor or Master) towards the +15 or +30 total.



Resources

- [Xavier Ramos](#) – Human Resources Director
- [Katrina Hill](#) – LEA Collective Bargaining Group Co-President
- [Lebanon Education Association Collective Bargaining Agreement](#)