

**WILMINGTON PUBLIC SCHOOLS
NOTIFICATION OF ANTICIPATED LANE CHANGE
For the 2026-2027 SCHOOL YEAR**

Per Article XXV, Section 2 of the Wilmington Public Schools Teachers Agreement:

Compensation for advanced degrees shall become effective only on September 1 of each year. Any educator who anticipates movement to a higher salary lane shall notify the Central Office in writing no later than January 1st of the school year preceding the anticipated move. It shall be the educator's responsibility to ensure that he/she has provided all documentation to the Central Office by August 15th in order to be eligible to move to a higher salary lane for the upcoming school year. In the event that it is a summer course, once the educator provides documentation of completion, the salary will be adjusted retroactively.

PROCESS FOR SALARY LANE CHANGES

- If you anticipate moving to a higher salary lane for the next school year, please complete **PART ONE** of this form as notification to the Superintendent of your anticipated lane change and **send it to Jen Contrada in the Central Office via email or interoffice mail by January 1, 2026**.
- A copy of this application, with **PART TWO** completed, will be returned to you. This will verify that the Central Office has received your notification and will advise you of the current number of hours earned on file *as of the date your Frontline account was reviewed*. If you do not receive a copy of this application with PART TWO completed by March 1, 2026, please contact the Central Office. Remember to submit **official transcripts** of credits earned by August 15, 2026, to Jen Contrada at the Roman House.
- Once all graduate credits/in-service hours have been received by Central Office and applied to your Frontline account, you will receive a notification informing you of your lane change status.
- *Please remember that it is your professional responsibility to review your Frontline account regularly and ensure that all of your earned hours are accounted for in Frontline.*

PART ONE

TEACHER NOTIFICATION OF ANTICIPATED LANE CHANGE

Complete and return this form to the Roman House no later than January 1, 2026

To the Superintendent of Schools:

I intend to complete, or have completed, educational coursework that will qualify me for a salary lane change from:

_____ to _____
Current Lane Anticipated Lane

I understand it is my responsibility to ensure that the Central Office receives **official documentation/ transcripts** of all hours earned and applied to my application for a lane change no later than **August 15, 2026**.

Teacher's Name

School

Teacher's Signature

Date