Douglas County School District
Learn Today, Lead Tomorrow

2026-27 School Year

HORIZONTAL LANE ADVANCEMENT (HLA) PROGRAM

DCSD is pleased to support our licensed educators in their pursuit of additional education for the benefit of our students. We have designed the HLA program to reward these efforts with the ability to progress across the Licensed Salary Schedule as advanced education is gained.

Licensed employees may request lane advancement when:

- **Highest Degree Change -** You have recently completed a graduate degree that will increase your highest degree level (i.e., BA to MA or MA to Ph.D/Ed.S.). Additional undergraduate degrees will not apply. *Dual degree completion with the same conferral date will not apply. Please ensure your transcripts show the degree earned and conferral date, along with the "key" showing university accreditation (may be on the back of the page).*
- **Additional Credits Beyond Highest Degree -** You have completed sufficient graduate-level credits after the semester in which your most recent degree was conferred. (i.e., BA+15, BA+30, MA+15, MA+30, MA+45, MA+60). Please *do NOT submit for advancement if you have not earned enough credits to move you to a new lane. Please ensure your transcripts show the courses taken, date, and credits earned. Please include all pages and the "key" showing accreditation (may be on the back of the page).*
- **Highest Degree Change and Additional Credits Beyond Highest Degree -** You have BOTH completed a graduate degree that will increase your highest degree level (i.e, BA to MA or MA to Ph.D/Ed.S.) - AND - You have completed sufficient additional graduate level credits after the semester of the conferral of your new degree (i.e., MA+15, MA+30, MA+45, MA+60). *Please ensure your transcripts show the degree earned and conferral date; and for additional credits, the courses taken, date, and credits earned. Please include all pages and the "key" showing accreditation (may be on the back of the page).*

Please note that credits earned on a Quarter schedule will be converted to Semester credits by a 3:2 ratio. [# of quarter credits ÷ 1.5 = # of semester credits earned (e.g. 180 ÷ 1.5 = 120)]

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PREPARATION:

Before beginning your application, please take the following steps.

1. **Make sure you have access to digital copies of your complete transcripts from an accredited college/university** (to include school name and information page or "key"). You will need to upload all transcripts related to your request. Failure to do so will result in your request being denied, and you will have to submit a new request.
    a. Only degrees/credits earned at Regionally Accredited Institutions of Higher Education as reflected on the Colorado Department of Education (CDE) website will be considered.

    b. Individual Postsecondary Institutions further need to be accredited as found on the US Department of Education DAPIP page. Transcripts provided must include this accreditation (usually found on the back page or "key").

2. **Review the DCSD Licensed Salary Schedules to see where you are currently and where advancement will place you.** If you currently earn more than the new Step and Lane "cell" you will move to, you will NOT receive additional salary based on this move. You may still submit your application, however, to update your placement on the schedule for a more accurate employment record, and to ensure any future schedule updates will be applied, as applicable.

APPLICATION: Please find instructions for the Workday application, included below.

1. Once you have submitted your application, you will be notified by email when your request has been accepted for further processing or has been denied.
    a. If accepted, it will progress through the process for confirmation and compensation changes. You will receive a new salary statement for acknowledgement once complete.
    b. If denied, you will need to resubmit your request addressing the issues provided in the response. Incomplete or denied applications will not be processed. A new or revised application will be processed according to the date it is received, without regard to the initial submission date.

PROCESSING TIME:

Applications will be processed as soon as possible, based on the order received. Approved salary changes will have an effective date based on the date your application is submitted, as shown below.

Submission Date	Payroll Effective Date
June 16, 2026 - July 15, 2026	August
July 16, 2026 - August 15, 2026	September
August 16, 2026 - September 15, 2026	October
September 16, 2026 - October 15, 2026	November
October 16, 2026 - November 15, 2026	December
November 16, 2026 - December 15, 2026	January
December 16, 2026 - January 15, 2027	February
January 16, 2027 - February 15, 2027	March
February 16, 2027 - March 15, 2027	April
March 16, 2027 - April 15, 2027	May
April 16, 2027 - May 15, 2027	August (first pay cycle of new school year)
May 16, 2027 - June 15, 2027	August (first pay cycle of new school year)

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SYSTEM INSTRUCTIONS:

[Link to Sample HLA Application **]**

The following are field-by-field instructions for completing your HLA application in WORKDAY. Start from your Workday home page

A. From the sidebar, open the Personal menu, then select Personal Information (Legacy)

Submit Licensed Horizontal Salary Advancement Request

B. Edit worker Effective-Dated Custom Object

Please type your last name in the Worker prompt and hit Enter on your keyboard. Once your name is populated, click OK at the bottom of the page. On the next page, you will need to enter an Effective Date for this change.

C. Effective Date:

The current date of your application should auto-populate. If not, please use **today's date**. **D. Complete Questionnaire**

Licensed Horizontal Salary Advancement Request

E. What type of Horizontal Advancement are you requesting?

(Required) ● Highest Degree Change

- ○ Please select your new Highest Degree Level (Required)

● Additional Credits Beyond Current Highest Degree

- ○ How many new credits earned after the semester your most recent degree was conferred are you submitting? (Required)

● New Highest Degree and Additional Credits Earned AFTER the New Highest Degree

- ○ Please select your new Highest Degree (Required)

F. Review Documents

Upload Transcripts (Required)

- ● Please upload all transcripts related to your request, including all pages and "key". Failure to do so will result in your request being canceled and you having to submit a new request.
- ● **You are required to upload at least one transcript here.** If you have additional transcripts, please upload each one in the additional sections below. If you have more transcripts than can be added, please email them to the HR Solutions Team.

G. You can now SUBMIT your application. Congratulations!

If you have any questions or are having trouble with your application, please contact the Human Resources Solutions Team at (720) 433-0140 or by email at info.human_resources@dcsdk12.org.