

**KANE SCHOOL DISTRICT
KANAB, UTAH 84741**

APPLICATION FOR LANE ADVANCEMENT ON SALARY SCHEDULE

Date _____

Name _____ Address _____

Applying for: *(Note: these are semester hours.)*

___ Bachelors Plus 20 Hrs.

___ Masters Degree

___ Bachelors Plus 37 Hrs.

___ Masters Plus 30

___ PHD/Masters Plus 40

First Utah Certificate Obtained

_____ _____
Date Type

Baccalaureate Degree:

_____ _____
Date Institution

_____ _____
Major Minor

Masters Degree:

_____ _____
Date Institution

_____ _____
Major Minor

Endorsements: _____ _____
_____ _____

FOR DISTRICT OFFICE USE:

Application reviewed by: _____ Date: _____

Application approved: _____ Denied: _____

Transcripts received: _____

Comments: _____

Signature: _____

POLICY DBA

SALARY SCHEDULE--

All District employees shall be paid in accordance with the District wide salary schedule adopted by the Board.

SALARY SCHEDULE STEPS

Teachers shall advance one step on the salary schedule for each full year completed.

SALARY SCHEDULE

The Superintendent, Business Manager, and Personnel Clerk shall review and recommend all advancements.

Application for lane advancements must be made on the district form before June 1 of the year the teacher wishes to advance. Applications must be supported by official transcripts of credit on or before September 1st of each year. In hardship cases a letter from the institution may be considered.

Placement on the Bachelors or Masters lane is dependent upon verification of the degree and a valid Utah Certificate. Credit to be applied toward the Bachelors plus 20 and 37 semester hours must have been earned subsequent to receiving the Bachelors Degree. Credit toward the Masters plus 30 hours must have been earned subsequent to receiving the Masters degree. In each case one-third of the hours past the degree must be graduate hours. Credit towards a Master's plus 40 hours must have been earned subsequent to receiving the Master's Degree, and all 10 hours must be graduate credit in the area of certification and teaching. The employee must furnish evidence that all degree and credit requirements have been met. Credit must be granted from an accredited college or university.

Up to two credits may be awarded to move from one lane to another upon completion of District approved in-service courses. Such courses must include at least 10 hours of participation for each credit hour awarded.

Issued: May 2012 Kane County School District