



## CLOQUET SCHOOL DISTRICT SALARY CLASSIFICATION CHANGE APPLICATION

Employee Name: \_\_\_\_\_

I hereby petition to be advanced to the following Salary Schedule Classification:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| _____ B+15 (Qtr.) or BA+10 (Sem.)   | _____ M (Qtr.) or M (Sem.)        |
| _____ B+30 (Qtr.) or BA+20 (Sem.)   | _____ M+15 (Qtr.) or MA+10 (Sem.) |
| _____ B+45 (Qtr.) or BA+30 (Sem.)   | _____ M+30 (Qtr.) or MA+20 (Sem.) |
| _____ B+60 (Qtr.) or BA+40/M (Sem.) | _____ M+45 (Qtr.) or MA+30 (Sem.) |

I have earned the following credits \_\_\_\_\_ since receiving my last lane change.

Balance brought forward from previous lane change: \_\_\_\_\_ quarter/semester credits.

**PLEASE NOTE:** \_\_\_\_\_ **CHECK IF THESE ARE ONLINE COURSES.** Effective July 1, 1996, a maximum of 10 semester credits (15 quarter credits) of video tape and/or correspondence courses may be used in the lifetime of a teacher. If a teacher has accumulated more than 10 semester credits (15 quarter credits) on or before July 1, 1996, those credits will continue to be applied. Beginning July 1, 2009, the superintendent will have discretion whether to grant credit approval for rigorous online courses. There will be no credit accumulation limitations for these types of courses.

ON-LINE COURSE	CLASSROOM COURSE	TITLE	COURSE NUMBER	**NUMBER OF CREDITS		SUBJECT MATTER AREA
				GRADUATE	UNDER GRADUATE	

\*\*Indicate if quarter or semester credits.  
College transcripts of the above listed credits are (attached, on file in the Superintendent's Office). Graduate credits must be noted as such on transcripts or proven by some other written evidence.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Subd. 1. Credits: (The language contained in Subd. 1 shall be applicable to lane changes granted in 1980 and thereafter, or until modified.)

- a. Bachelor's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- b. Bachelor's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- c. Bachelor's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.
- d. Bachelor's Degree +40 (60/Master's Degree) lane will require 40 semester credits (60 quarter credits) of which 32 semester credits (48 quarter credits) must be at the graduate level.
- e. Master's Degree +10 (15) lane will require 10 semester credits (15 quarter credits) of which 8 semester credits (12 quarter credits) must be at the graduate level.
- f. Master's Degree +20 (30) lane will require 20 semester credits (30 quarter credits) of which 16 semester credits (24 quarter credits) must be at the graduate level.
- g. Master's Degree +30 (45) lane will require 30 semester credits (45 quarter credits) of which 24 semester credits (36 quarter credits) must be at the graduate level.

Subd. 2. Areas of Credit: All credits must be approved by the superintendent prior to taking the course based on the criterion listed below in this subdivision. If a Master's Program is approved, then all courses within the Master's Program must have prior approval. All credits must be in the teacher's major, minor, or a subject matter area in which the individual is teaching, or a subject area in which the individual has filed a plan of college work with the superintendent which will lead to a minor or a major and licensure by the Minnesota Department of Education.

Other courses may be approved for credit at the discretion of the superintendent. Effective July 1, 1996, a maximum of 10 semester credits (15 quarter credits) of video tape and/or correspondence courses may be used in the lifetime of a teacher. If a teacher has accumulated more than 10 semester credits (15 quarter credits) on or before July 1, 1996, those credits will continue to be applied. Beginning July 1, 2009, the superintendent will have discretion whether to grant credit approval for rigorous online courses. There will be no credit accumulation limitations for these types of courses.

Subd. 3. District Sponsored Credits: For twelve (12) hours of participation in District sponsored and approved course offerings, one (1) semester credit may be applied toward a lane change on the salary schedule. The superintendent will notify staff of these approved course offerings in the fall of each school year.

Subd. 4. Effective Dates: Individual salaries will be modified to reflect qualified lane changes twice every year effective at the beginning of the school year and March 15 of the school year. Credits must be earned prior to September 1 or March 15 respectively, and a transcript of qualified credits must be received by the school district either by mail or hand delivered to the superintendent's office by September 15 or March 31 respectively, of the school year. The September 15 or March 31 deadlines will be waived by the superintendent when application is made prior to September 15 or March 31, respectively, and an official transcript is received by the school district either by mail or hand delivered, before January 1 or May 30, respectively. The increase will be retroactive to the first teacher duty day of that year in the case of the September 15 date and retroactive to March 15 of that year for the remainder of the teacher's contracted days of that school year in the case of the March 15 date.