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TO:	PAEC	Business Man	nager	DATE: WORK LOCATION:
RE:	Lane	Change Reque	est	HOLK DOCATION:
				ANDUM
As of (date) lane change to			ted the requirements for a salary	
		(ne	ew lane)	

NOTE TO EMPLOYEE: When you are eligible for a salary lane change, official transcripts must be submitted to the PAEC Business Office confirming the additional graduate coursework taken. Have the transcripts sent to:

PAEC 1000 Van Buren Maywood, Illinois 60153 ATTN: Business Manager

A payroll adjustment will be made according to the following schedule:

Official transcripts received by September 30th will have the salary change become effective the beginning of the school year.

Official transcripts received between October 1st thru February 28th will result in a salary change for the second half of the school year only.

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