

## **CREDIT REIMBURSEMENT / LANE CHANGES**

According to the Master Agreement, Professional Staff can receive \$750 every five years for credit reimbursement. A spreadsheet is maintained for each Professional Staff member which tracks credit reimbursement and/or lane changes. Documentation for Lane Changes and/or Credit Reimbursement may be submitted and processed any time of the time of the year.

### Lane Changes

Send a copy of your grade report/transcript to Mary Snyder.  
*Yes, copies are fine! DPI will always want an official transcript.*

### Credit Reimbursement

1. Send a copy of your **grade report/transcript** to Mary Snyder. *Yes, copies are fine!*  
with
2. A copy of your **payment or bill** something that states what you paid or what the class cost – i.e. copy of a bill or check; course description with cost.

### Credit Reimbursement / Lane Changes Tracking Spreadsheet

1. A spreadsheet is kept for each Professional Staff employee and updated each time a request is submitted.
2. A copy of the updated spreadsheet is then sent to the Business Office for payment of your reimbursement and/or to make your lane change for payroll.
3. A copy of the spreadsheet is also sent to you.
4. Please allow approximately 2-3 weeks to process your request. It may take longer depending upon the work load in either the District Administrative Office or Business Office.
5. Requests may be sent any time. Requests are processed throughout the year.
6. In order for a lane change to be effective for the current school year, requests need to be submitted to Mary Snyder by May 1<sup>st</sup>.

*You may contact Mary Snyder at 779-7900 x 16112 or [marysnyder@hasd.org](mailto:marysnyder@hasd.org)*