



Special Education Paraeducator Request for Salary Lane Change Lane 2 to Lane 3

Full and part-time paraeducators may submit a request for salary lane change once you have attended the required paraeducator classes listed below. If you have attended paraeducator/college classes elsewhere and would like these classes to be considered, please attach documentation to include the date of completion, title of class, description, and the number of hours attended. The lane change will be effective once all paperwork is processed by the Department of Human Resources.

Name: _____ Date: _____ Employee #: _____

School: _____ Phone: _____

Current position: _____ Number of hours per week: _____

Current lane: _____ Current Step: _____ Requested Lane: _____ Hire Date: _____

Paraeducator Classes

All 5 classes are required

Date of Class	Class Title	Location	Time	Instructor Signature
11/29/2021	Roles and Responsibilities	Canyons District Office	4:15 – 6:15 p.m.	
12/6/2021	Effective Instruction	Canyons District Office	4:15 – 6:15 p.m.	
12/13/2021	Behavior Management	Canyons District Office	4:15 – 6:15 p.m.	
1/3/2022	Perceptions of Disabilities	Canyons District Office	4:15 – 6:15 p.m.	
1/10/2022	Accommodations	Canyons District Office	4:15 – 6:15 p.m.	

Date of Class	Class Title	Location	Time	Instructor Signature
2/28/2022	Roles and Responsibilities	Canyons District Office	4:15 – 6:15 p.m.	
3/7/2022	Effective Instruction	Canyons District Office	4:15 – 6:15 p.m.	
3/14/2022	Behavior Management	Canyons District Office	4:15 – 6:15 p.m.	
3/21/2022	Perceptions of Disabilities	Canyons District Office	4:15 – 6:15 p.m.	
3/28/2022	Accommodations	Canyons District Office	4:15 - 6:15 p.m.	

Employee Signature

Date

Special Education Teacher Specialist Signature of Completion

Date

Special Education Director Lane Change Approval

Date

*Please submit completed form to the Department of Special Education & Related Services.

TO BE COMPLETED BY HUMAN RESOURCES OFFICE: The employee identified above is now eligible for a salary lane change. Lane _____ Step _____ Base salary _____ Date effective _____
Accounting Code _____

