

Channel Change Directions:

Except for the first check of the year and the last five checks of the year, there is no deadline to do a Channel Change. *(An email will be sent in late Spring regarding deadlines for the last 5 checks of the year and first check of the following year).* Changes for the remaining checks of the year can be done at any time, once Human Resources has the necessary paperwork.

Necessary paperwork includes:

- **a completed channel change request form** which can be found in the following way:
Log into Inside Parkway
Inside Human Resources
Salary Schedules & Teacher Channel Changes
Teacher-Channel Change Request Form
- **transcript(s)** sent directly from the university to Human Resources, which verify the completed graduate course(s); some universities offer the option to have transcripts sent electronically---that will work as well. If you hand deliver the transcript, it must be in the sealed university envelope.

If sent via US Mail, the address is:
Parkway School District
Attn: Human Resources/Suzanne Osredker
455 N. Woods Mill Rd.
Chesterfield, MO 63017

If a transcript will take a while to post or be sent, an email from the instructor to Suzanne Osredker in HR, which verifies the **GRADUATE** course **HAS BEEN COMPLETED** (not still in progress), the course taken, number of credit hours and grade will temporarily be accepted in lieu of a transcript to get the channel change process going. If it is a master's program that has been completed, you need only have the dean of the department or your advisor send Suzanne an email stating that you **HAVE COMPLETED** the master's program. You don't have to have each instructor send Suzanne an email.

PLEASE FOLLOW UP WITH AN OFFICIAL TRANSCRIPT AS SOON AS IT IS POSSIBLE TO HAVE ONE SENT!

If you are using **SALARY** credits as part of the 15 credits, just list however many credits you are using on the Channel Change Request Form. Suzanne can access your PEERS profile to see the salary credits you have accumulated, so you don't need to list each individual salary credit course.

- **In the event you are looking for a university from which to take courses, please note that there is an acceptable university list on the website as well.**

All questions can be directed to Suzanne Osredker.
(sosredker@parkwayschools.net)