

REQUEST FOR LANE CHANGE DUE TO ADVANCED DEGREE

Certified Staff Member: _____

Grade/Subject Currently Teaching: _____

Please circle your requested lane change:

BA to BA+15 BA+15 to MA MA to MA+15 MA+15 to MA+30

I have attached my OFFICIAL transcript documenting my advanced degree.

Note: Training Lane Advancement

To advance from one training lane to another, ie: BA to BA+15, teachers must file official transcripts as proof of additional college credit with the Superintendent's office by September 15 to receive the additional salary increment in that fiscal year.

3.1A— LICENSED PERSONNEL—MISCELLANEOUS SALARY/BENEFIT INFORMATION

Date Adopted: 5-18-09 Last Revised 6-21-10 Last Reviewed: 6-17-12

Certified Staff Member's Signature

Central Office Staff Member's Signature

Date

Date Received In Central Office