

## Richmond Burton High School District 157

### PAYROLL LANE ADVANCEMENT REQUEST FORM

1. Complete the chart below listing coursework completed since your last payroll lane advancement or since “hire” if this is your first advancement.
2. **Attach your copy of Professional Coursework Approval Form**
3. **Attach your copy of college transcripts**

| Name of College | Completion Date | Course Number | Course Title | Course Credits earned |
|-----------------|-----------------|---------------|--------------|-----------------------|
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|                 |                 |               |              |                       |
|                 |                 |               |              | <b>Total:</b>         |

Name \_\_\_\_\_

Indicate your **current** column/step placement on the salary matrix. \_\_\_\_\_

Indicate the column/step placement you would be **moving to**.  
(Example: BA-0 step 0 moving to BA-12 step 1) \_\_\_\_\_

Additional credit hours earned \_\_\_\_\_

Employee  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Superintendent Date