

Nippersink School District 2

**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
				<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