

# Jackson County Central Schools



## REQUEST FOR LANE CHANGE

Twice each year we adjust salaries of our teaching staff who have secured enough credits to move from one salary lane to another.

“Official” transcripts must be submitted to the Superintendent’s Office no later than September 15<sup>th</sup> or January 15<sup>th</sup>. Prior approval forms for each class must be on file also in the Superintendent’s Office before taking any class.

Please complete the form below if you have earned enough credits over the past year to make a lane change.

PLEASE RETURN TO THE DISTRICT OFFICE FOR PROCESSING:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESENT LANE: \_\_\_\_\_

EARNED LANE: \_\_\_\_\_

Credits to make this lane change were earned at the following institutions:

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Official Transcripts are:

- Circle One:
1. On file in the District Office
  2. Attached

\_\_\_\_\_  
Signature