

POSTVILLE COMMUNITY SCHOOL DISTRICT

Intent for Educational Lane Advancement Request Form

(Must be submitted by February 1 each year for advancement on the salary schedule)

Postville Policy Code No. 406.3: Continued education on the part of licensed employees may entitle them to advancement in compensation. Licensed employees who have completed additional hours may be considered for advancement. The board may determine which licensed employees will advance in compensation for continued education keeping in mind the financial condition of the school district, the education, and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board. Licensed employees who wish to obtain additional education for advancement must notify their supervisor by February 1st prior to the year the advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

Name: _____ Date of BA: _____ Date of MA: _____

Request Lane Change From: _____ To: _____ Date Filed: _____

Office Receipt Date: _____

Date of Course	Course Name	College/Universtiy	# of Credits	Yes	No

Official Transcripts or suitable evidence verifying credits must be on files by October 5th of the school year of the lane change.

This portion to be completed by administration. Attach verified transcript(s).

Verification Completed: _____ Total # of Graduate Credits: _____

Date: _____ Recommend Approval: YES or No

Board Action Date: _____ Approved: YES or No