



MEA

LANE CHANGE REQUEST

MARLBOROUGH EDUCATORS ASSOCIATION

For Office Use Only

- Approved
- Denied
 - Approval Forms Missing
 - Unofficial Transcripts
 - Ineligible

Official Signature

Date

Deadlines:

- ***Prior to February 1st - submission of completed Lane Change Request form and Course Approval forms must be received by the Human Resources Department prior to February 1st for a salary change in the following school year.***
- ***By November 1st - submission of official transcripts as evidence of credits earned must be received by the Human Resources Department by November 1st of the school year in which the salary change will take effect. ****

* Official transcripts are accepted either hard copy, sealed and unopened or sent directly from the college/university electronically to HR.

Name (Print): _____ Hire date: _____

MPS School: _____

Current Lane: _____ **Proposed Lane:** _____

- I am submitting the below approved credits for advancement on the salary scale according to the regulations set forth by the Agreement between the Marlborough School Committee and the Marlborough Educators Association, Articles XXVI and XXX.
- Attached are copies of all Course Approval forms that coincide with courses listed below.
- All courses completed between Current Lane and Proposed Lane must be listed below.

<u>AMT OF CREDITS</u>	<u>NAME OF INSTITUTION</u>	<u>FULL NAME OF COURSE</u>	<u>COURSE #</u>	<u>DATE OF COMPLETION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL

Signature: _____ Date: _____

AMT OF CREDITS

NAME OF INSTITUTION

FULL NAME OF COURSE

COURSE #

DATE OF COMPLETION

TOTAL