

**NEEDHAM PUBLIC SCHOOLS
APPLICATION FOR SALARY LANE CHANGE**

Please fill out the form completely, print and attach this form to the front of your packet.

Date: _____ School: _____
From: _____ Title: _____

Packet Checklist:

<input type="checkbox"/>	Original Official Transcripts
<input type="checkbox"/>	Original equivalency credit documentation for lane change
<input type="checkbox"/>	Cover pages showing proof of completion for all previous NPS
<input type="checkbox"/>	Lane change packets WITH SIGNATURES.
<input type="checkbox"/>	Documentation of equivalency credits used for prior lane changes.
<input type="checkbox"/>	Verification of hiring at advanced level, with list of courses being used.
<input type="checkbox"/>	Copy of Master's transcript for M+15 only.
<input type="checkbox"/>	Evidence that online courses meet criteria, either attached syllabus or document that course has been approved.

Lane change requesting: B+15 | M+15 | M+30 | M+45 | M+60

Date of Bachelor's Degree: _____

Date of Master's Degree: _____

Lane Change Type: Single Double

SUMMARY OF COURSES:

Complete or Pending	Course Title	Institution	Completion Date	Graduate/ Type/ Equivalency	Number of Credits	Grade

PACKETS MUST BE TURNED IN WITH APPROPRIATE SIGNATURES:

Packet reviewed by: Principal/Director _____ Date: _____
PGC Rep _____ Date: _____
PCG Coordinator: _____ Date: _____