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MARBLEHEAD PUBLIC SCHOOLS

9 WIDGER ROAD, MARBLEHEAD, MA 01945 781-639-3140 FAX 781-639-3149

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TO: Unit A Professional Faculty Members

FROM: Office of the Superintendent

RE: Study Credits for Horizontal Salary Lane Changes  
Form 2 of 2 *DUE by April 15th*

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If you have completed sufficient credit(s) to advance to a higher salary lane prior to the start of the new school year, or expect to have them completed prior to September 1<sup>st</sup>, (*and have already completed Form 1 by November 1<sup>st</sup>*), you must complete and submit this notification form on or before April 15th. Failure to submit this form on or before April 15<sup>th</sup> will result in an individual not being advanced on the salary lane schedule the following September.

*List course changes since form 1 and courses for which additional salary credit is being sought.*

Course Changes Since Form 1	Course Name	Credit Hours

Planned Subject to Approval	Course Name	Credit Hours

Number of credits already submitted towards lane change \_\_\_\_\_.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME (PLEASE PRINT): \_\_\_\_\_

Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_  
Assistant Superintendent

More Information Required \_\_\_\_\_

*This form must be completed and returned on or before April 15<sup>th</sup> to the Office of the Superintendent .*

*After a course has been successfully completed, Unit A staff must submit evidence of successful completion of credits preceding the school year in which the salary lane adjustment is to take effect.*