

**East Granby Public Schools**  
**East Granby, Connecticut**

**REQUEST APPROVAL FOR ADVANCEMENT ON THE SALARY SCALE**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have completed the courses **AND** earned the necessary number of credits towards advancement on the salary scale for the \_\_\_\_\_ school year. I am requesting approval to advance to the following lane as indicated on my Graduate Credit Status form (*check one*):

Lane 2 \_\_\_    Lane 3 \_\_\_    Lane 4 \_\_\_    Lane 5 \_\_\_    Lane 6 \_\_\_

**Credits Completed:**

[This section must be completed after earning the necessary number of credits towards advancement on the salary scale. Attach relevant supporting documents].

What salary lane are you currently on (*circle one*)?    1    2    3    4    5

Total Number of Credits Required to Advance to next lane: \_\_\_\_\_

Total Number of Credits Earned: \_\_\_\_\_

**Copies of APPROVED Course Approval Request Forms and Transcripts**  
*(must be attached)*

College/University	Course Title/Number	Number of Credits Earned	Transcript Attached Yes/No

*(If additional space is needed, please use back of sheet)*

Reviewed/Approved by Superintendent: \_\_\_\_\_

Approve Advancement to Lane: \_\_\_\_\_

Date: \_\_\_\_\_