

**Independent School District 0345
New London-Spicer Community Schools
New London, Minnesota 56273**

Lane Change Petition

Board of Education

I wish to petition for a lane change and salary increase for the school year 20____-20____ in accordance with the Master Contract. I present the following courses and submit the attached grade slips or transcript as verification of completion.

 Staff Member's Signature

 Date of Request

Course Description	Course Number	Grade	Semester Hours	Quarter Hours	Session Date	Institution

(NOTE: Quarter Hour Conversion = Semester Credits x 1.5)

Present Degree and Lane _____ Present Salary _____

Rejected _____ Approved _____ New Salary \$ _____ Effective _____

Comments: _____

 Administrative Signature

 Date of Approval

White – Staff Member
Yellow – File
Pink – Payroll Clerk