

---

MARBLEHEAD PUBLIC SCHOOLS

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

---

TO: Unit A Professional Faculty Members

FROM: Office of the Superintendent

RE: Notification of Anticipated Horizontal Salary Lane Changes  
Form 1 of 2 *DUE by November 1st*

---

To be eligible to advance to a higher salary lane on the salary schedule in September. (For example, M to M+15, etc.), 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>*), you must complete and submit this notification form on or before November 1<sup>st</sup> of the year prior to the anticipated advancement to a higher classification. Failure to submit this form on or before November 1<sup>st</sup> will result in an individual not advancing to a higher lane the following September.

I am presently in the \_\_\_\_\_ salary lane on the salary schedule, and I anticipate completing the requirements for advancement to the \_\_\_\_\_ salary lane before September 1<sup>st</sup>.

*List courses and credits for which you have already completed and anticipate applying towards you lane change*

Previously Taken

Course Name

Credit Hours

Previously Taken	Course Name	Credit Hours

Planned Subject to Approval

Course Name (if already known)

Credit Hours

Planned Subject to Approval	Course Name (if already known)	Credit Hours

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

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

---

This form must be completed and submitted on or before November 1<sup>st</sup> to the Superintendent's Office.

---

Part Two of this form needs to be completed and returned by April  
15<sup>th</sup> once courses have been selected and approved