



MANKATO AREA PUBLIC SCHOOLS  
Independent School District No. 77

**Request for Salary Lane Advancement**

Please read the Master Agreement to be certain you have taken the steps necessary to meet the requirements as stated. ***This request form must be submitted on or before the second Monday in September or January.***

NAME \_\_\_\_\_ BUILDING \_\_\_\_\_

I request that my placement be changed from the \_\_\_\_\_ lane to the \_\_\_\_\_ lane.

Please indicate what documentation has been submitted in support of this request. Any documentation that was submitted prior to this request should be indicated. Official college transcripts must be submitted in support of all requests for a salary lane advancement.

- Official college transcripts
- Preliminary approval of advanced degree plan
- Pre-approval of graduate credits

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

Please place any documentation you are submitting in an envelope along with this request form and forward it to:

Office of Human Resources  
10 Civic Center Plaza  
P.O. Box 8741  
Mankato, MN 56002-8741

**For Office Use Only**

\_\_\_\_\_ This request for advancement from the \_\_\_\_\_ lane to the \_\_\_\_\_ lane has been approved.

\_\_\_\_\_ This request for advancement from the \_\_\_\_\_ lane to the \_\_\_\_\_ lane has been denied.

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