



# SOUTH TAMA COUNTY COMMUNITY SCHOOL DISTRICT

## Certified Staff

### Pre-approval and Request for Lane Advancement

1. Courses must receive written approval for credit **prior** to enrollment. Please submit this to the Superintendent for pre-approval for courses selection prior to enrollment.

2. In addition to pre-approval for courses, to request an advancement as a result of additional course work, teachers should notify the Superintendent (or designee) in writing by **September 1st** and provide transcripts by **November 1st**.

\*Failure to provide official transcripts by November 1st shall result in a salary adjustment effective with the November payroll. \*Please note all credit hours must be earned after conferring the next degree in order to be considered for a salary adjustment. (Certified Handbook)

**Official transcripts** should be ordered and mailed directly to the Superintendent, 1702 Harding Street, Tama, IA 52339.

Teacher Name (please print): \_\_\_\_\_

Advance to (Please circle one): BA20   MA   MA20   MA40   Spec-20

Degree held in: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

College/University \_\_\_\_\_

#### ADDITIONAL HOURS AND COURSEWORK

COURSE #	DESCRIPTION	SEMESTER HOURS

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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#### Central Office Use Only

Notification of Lane Advancement provided to Superintendent Date: \_\_\_\_\_

Effective \_\_\_\_\_, you will advance from your current Lane \_\_\_\_\_ Years completed \_\_\_\_\_ to Lane \_\_\_\_\_ Years completed \_\_\_\_\_ for 2025-2026. Your advanced **base** salary will be \$ \_\_\_\_\_.

Lane Advancement Approval by: \_\_\_\_\_ Date \_\_\_\_\_  
John M. Cain, Superintendent