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: _____

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 2026-2027. Your advanced **base** salary will be $_____.

Lane Advancement Approval by: _____ Date_____

John M. Cain, Superintendent