

FARIBAULT PUBLIC SCHOOLS  
Faribault, Minnesota

APPLICATION FOR PLACEMENT ON INTERMEDIATE SALARY LANES

Staff members who have qualified for placement on an intermediate salary lane above the highest degree earned, must list below the semester credits that will be used for placement. This form must be accompanied by a copy of an official transcript for the semester credits listed. In order to have the new salary effective for the next school year, the information must be in the **Personnel Office by September 1, or January 15** for a mid-year salary increase.

Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

Degrees Earned

Degree      School                      Date      Major                      Minor

---

---

Present Lane on salary schedule (i.e. BA; BA+10; MA; etc.) \_\_\_\_\_

Salary Lane being applied for (i.e. BA+10; BA+30; MA; etc.) \_\_\_\_\_

List of courses to be used for placement on an intermediate lane of the salary schedule:

Number of                      Semester  
Course                      Name of Course      Department                      School                      Credits                      Date

---

---

---

---

---

---

(use other side if necessary)