MANSFIELD PUBLIC SCHOOLS

SALARY SCHEDULE PLACEMENT FORM

Name: _____

School: _____ Current Step & Lane: _____

List each course title and attach **Official Original** transcript(s) for_____Lane/ Degree

Date	Course Title	College or University	Credit

TOTAL CREDITS _____

Date_____ _____
Teacher's Signature

Date_____ _____
Superintendent of Schools

Per teachers' contract, approved lane changes will be reflected by the first pay period in September and March, whichever first occurs after the completion of this process.

Deadline to the central office: August 15 for a September Lane Change
February 15 for a March Lane Change