

Prairie Lakes Area Education Agency
1235 5th Avenue South
Fort Dodge, IA 50501

The graduate courses listed are to be approved for salary increment credit. Final approval is based upon receipt of an official transcript showing successful completion of the courses. (*Requests must be in by Sept 1 of the year you are requesting a lane change.*)

[illegible]

Complete the above and forward electronically with copy of transcripts to Michelle Dowd - mdowd@plaea.org

To be completed by HR Dept. You will receive a copy.

Present contract signed in the amount of \$ _____ days; _____ Column _____ Step _____

Advancement on salary schedule for _____ contract year:

Column Step Salary _____ is approved.

Chief Administrator

Date _____