



**FRANKLIN LAKES SCHOOL DISTRICT**  
**ADJUSTMENT TO SALARY GUIDE REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby inform the Board of Education that I have completed \_\_\_\_\_

\_\_\_\_\_ and am eligible to be placed on the \_\_\_\_\_ Salary Guide.

I realize that this adjustment will not become effective until official, sealed transcripts have been received in the Board Office and this request placed on an agenda of the Board of Education. I have requested transcripts from:

<u>Institution</u>	<u>Number of Credits</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature

OFFICE USE

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\_\_\_\_ 1. Acknowledgment of receipt sent to teacher:

\_\_\_\_\_  
Superintendent's Signature \_\_\_\_\_  
Date

\_\_\_\_ 2. Transcript Received: \_\_\_\_\_  
Date

\_\_\_\_ 3. Board Action Taken: \_\_\_\_\_  
Date

\_\_\_\_ 4. Payroll Notified: \_\_\_\_\_  
Date

\_\_\_\_ 5. Comments:  
\_\_\_\_\_