



Superintendent of Schools  
Winthrop Public Schools  
One Metcalf Square  
Winthrop, MA 02152

<i>For Office Use Only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Approval Forms Missing	
_____ Unofficial Transcripts	
_____ Incomplete	
_____	_____
Official Signature	Date

## Article 15, Section 8, Form 2

### RE: Column/Step Move Notice & Documentation

Current Column \_\_\_\_\_

I am submitting the following documentation for the record of my intent to advance on the salary scale schedule for the next school year to the \_\_\_\_\_ column according to regulations set forth by the WTA Contract, Article 14, Sections 2, 7, and 8. I am aware that **Form 1** was previously required to be submitted by March 1. I am aware that, **Form 2** (Article 15, Section 8, Form 2) must also be submitted as the application for final proof and approval, **no later than the close of the Business day on August 30** of the year of the requested change.

Credits Earned For Lane Change	Date Completed	Institution	Course Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_ Total Credits Earned For Lane Change

Teacher (print name) \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Due Date: Form 2 is due to the Superintendent's Office by the **close of business day on August 30<sup>th</sup>**.  
All necessary information requested above is required.