



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

DECLARATION OF INTENT FOR SALARY ADVANCEMENT

**To be submitted directly to the Certificated Human Resources
office, on or before the 1st of September.**

NAME _____ **DATE** _____

SCHOOL _____

In order to be placed in a higher salary classification on the salary schedule for the 2018-2019 school year, you must submit this form and complete all coursework before September 1st, 2018. Please refer to the Contract of Agreement, Article 24 for specific guidelines for advancement on the current Salary Schedule.

This documents affirms that I will submit official transcripts to the Human Resources Department verifying my reclassification from column ___ to column ___ on the current salary schedule by ***no later than October 1, 2018.***

I fully understand that if the necessary transcripts have not been received by October 1, 2018, this request will be void.

Employee's Signature

Column changes will be processed after October 1, 2018 and retro-active to the start of the 2018-2019 contract.

For District Use Only:

Declaration of Intent form

Received by: _____ Date: _____

Official Transcripts

Received by: _____ Date: _____