



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

DECLARATION OF INTENT FOR SALARY ADVANCEMENT

In order to be placed in a higher salary classification on the salary schedule for the 2017-2018 school year, you must submit this form and complete all coursework before September 1st, 2017. Please refer to the Contract of Agreement, Article 24 for specific guidelines for advancement on the current Salary Schedule.

This is to affirm that, on or before October 1, 2017, I will submit official transcripts to the Human Resources office verifying my reclassification to Column _____, Step _____ on the current salary schedule.

I fully understand that if the necessary transcripts have not been received by October 1, 2017, my placement on the salary schedule will remain at the Column and Step the transcripts on file in the Human Resources office already verify.

Print Name: _____ Date: _____

Signature: _____

To be completed by Human Resources

____ Declaration of Intent form received confirming intent to change columns.

Received by: _____ Date: _____

____ Official Transcripts received verifying column change.

Received by: _____ Date: _____