



**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 1<sup>st</sup> of September.**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

In order to be placed in a higher salary classification on the salary schedule for the 2019-2020 school year, you must submit this form and complete all coursework before September 1<sup>st</sup>, 2019. 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, 2019.***

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, 2019 and retro-active to the start of the 2019-2020 contract.***

**For District Use Only:**

*Declaration of Intent form*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Official Transcripts*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_