



# CONEJO VALLEY UNIFIED SCHOOL DISTRICT HUMAN RESOURCES

## DECLARATION OF INTENT FOR SALARY ADVANCEMENT

**Please submit completed form to the Certificated Human Resources Department / District Operations Center on or before the 1<sup>st</sup> of September.**

In order to be placed in a higher salary classification on the salary schedule for the 2023-2024 school year, you must submit this form and complete all coursework before September 1<sup>st</sup>, 2023. Please refer to the UACT Contract of Agreement, Article 24 for specific guidelines for advancement on the current Salary Schedule.

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

SCHOOL: \_\_\_\_\_

**This document 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, 2023.***

I fully understand that if the necessary transcripts have not been received by October 1, 2023, this request will be void.

\_\_\_\_\_  
Employee's Signature

***Column changes will be processed after October 1, 2023 and retroactive to the start of the 2023-2024 contract.***

For District Use Only:

Declaration of Intent Form: Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Official Transcripts: Received by: \_\_\_\_\_ Date: \_\_\_\_\_