



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 1st of September.

In order to be placed in a higher salary classification on the salary schedule for the **2025-2026** school year, you must submit this form and complete all coursework before **September 1st, 2025**. Please refer to the UACT Contract of Agreement, Article 24 for specific guidelines for advancement on the current Salary Schedule.

NAME: _____ **DATE:** _____

SCHOOL: _____

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, 2025.*

I fully understand that if the necessary transcripts have not been received by **October 1, 2025**, this request will be void.

Employee's Signature

Column changes will be processed after October 1, 2025 and retroactive to the start of the 2025-2026 contract.

For District Use Only:

Declaration of Intent Form: Received by: _____ Date: _____
Official Transcripts: Received by: _____ Date: _____