



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 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, 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: _____