




# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

Date: November 04, 2019  
To: All Certificated Employees (Bargaining Unit 70)  
From: Tereasa B. Smith   
Director, Human Resource Department  
Subject: 2nd Semester Unit Deadline for 2019/20 Salary Placement

The deadline for submitting official transcripts, grade cards and/or Certificated Statement of Intent forms to receive salary credit for the 2<sup>nd</sup> Semester of the 2019/20 school year is January 31, 2020 at 4:00 p.m.

The new salary placement will be reflected in your March pay warrant.

A ***Certificated Statement of Intent*** form must be completed and submitted to Human Resources on or before **January 31, 2019; 4:00 p.m.**, for any course or courses that will be completed by January 31, 2019 and for which no official transcript or grade card has been received.

All courses submitted on ***Certificated Statement of Intent*** forms must be verified by an official transcript or grade card on or before February 24, 2019 at 4:00 p.m.

***Certificated Statement of Intent*** forms may be obtained from your school administrative assistant, Human Resources Department or the Intranet. Only fully completed forms will be accepted.

The total maximum number of semester units on the salary schedule is sixty (60) units.

Sending your documents via District courier or U.S. mail does not guarantee that your documents will arrive on time. District Courier items will be date stamped on time of arrival in the Human Resources Department. Documents you hand deliver to the Human Resources Department will be date stamped and a copy will be handed to you. Courses started or completed after January 31, 2020, will be credited towards the 1<sup>st</sup> semester 2020/21 salary placement.

If you have any questions or need more information, please contact Irma Barahona in the Human Resources Department at (408) 928-6806 or via email; [Irma.barahona@arusd.org](mailto:Irma.barahona@arusd.org).

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Hilaria Bauer, Ph.D., Superintendent

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