




ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · www.arusd.org

Date: April 7, 2022

To: All Certificated Employees (Bargaining Unit 70)

From: Tereasa B. Smith 
Director, Human Resource Department

Subject: 1st Semester Unit Deadline for 2022/23 Salary Placement

The deadline for submitting official transcripts, grade cards and/or Certificated Statement of Intent forms for unit and/or salary advancement for the 2022/23 (1st Semester) school year is **August 31, 2022 at 4:00 p.m.**

The deadline for submitting official transcripts conferring your Master's Degree or Doctorate Degree is **August 31, 2022 at 4:00 p.m.** Official transcripts submitted after August 31, 2022 at 4:00 p.m., will be credited for 2nd Semester Unit Deadline, effective 2/1/2023.

The new salary placement will be reflected in your September pay warrant, if applicable, the Degree stipend will be distributed in 10 payments of \$100 for MA Degree or \$200 for Doctorate Degree, per fiscal school year.

A ***Certificated Statement of Intent*** form must be completed and submitted to **Irma Barahona in the Human Resources Department**, on or before August 31, 2022, 4:00 PM, for any course or courses that will be completed by August 31, 2022 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 and submitted to **Irma Barahona in the Human Resources Department**, on or before **September 15, 2022; 4:00 p.m.**

Certificated Statement of Intent forms may be obtained from the 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, items received after August 31, 2022, will be credited for the 2nd Semester unit submission.**

To assure that your documents are accepted on time, please submit your official transcripts or forms in person to **Irma Barahona in the Human Resources Department**. A copy of the ***Certificated Statement of Intent*** form will be **date stamped and returned to you**. Make sure you keep a copy for your records.

Hilaria Bauer, Ph.D., Superintendent

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