

**INTENT TO REMAIN with PVSD for 2024-2025: CERTIFICATED STAFF FORM- (Prob. 1, 2, and Permanent)**

**Current School Year: 2023-2024**

Per CA ED Code sections 44420, and 44842 failure to notify PVSD of intention to resign prior to July 1<sup>st</sup> constitutes acceptance of contract for 2024-2025 school year; late resignations may be subject to CTC notification and suspension of credential.

**SECTION 1 - Employee Information**

Last Name:	First name:	Employee ID:
Current Site:	Current Assignment:	

**SECTION 2 - Notification of Intentions for 2024-2025 (Only select one)**

1.  **\*CHECK THIS BOX IF YOU INTEND TO REMAIN IN CURRENT POSITION, CURRENT SCHOOL SITE.  
(\*TURN IN THIS NOTICE TO YOUR SAA & NO FURTHER ACTION NEEDS TO BE TAKEN ON YOUR PART\*)**

If you intend to leave or separate from employment with PVSD, please complete all Sections of this form and return to your supervisor/SAA. Also complete the Resignation-Retirement Form attached - Return to SAA and email to:

[kburchell@pleasantvalleysd.org](mailto:kburchell@pleasantvalleysd.org) or send to  
Human Resources Department  
600 Temple Avenue, Camarillo, CA 93010

2.  I am presently on Unpaid Leave of Absence and INTEND TO RETURN to my position in 2024-2025.
3.  I am requesting an Unpaid Leave of Absence for the 2024-2025 school year.  
Reason for request:
4.  I am resigning-retiring from PVSD at the end of the school year and will not return for the 2024-2025 school year. (Resignation-Retirement Form-  Attached  Not Attached, will complete and contact HR)

**SECTION 3 - Signature and Acknowledgement**

I hereby request the personnel action indicated above and acknowledge the submission deadlines below.

Signature

Date

You must use this form to notify the District of your intent to return in adherence with Ed Code (below).

