

## Office of Certificated Human Resources

### INTENT TO REMAIN with PVSD for **2025-2026**: CERTIFICATED STAFF FORM- (Prob. 1, 2, and Permanent) Current School Year: **2024-2025**

*Per CA ED Code sections 44420, and 44842, failure to notify PVSD of your intention to resign prior to **July 1<sup>st</sup>** constitutes acceptance of contract for **2025-2026** 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 **2025-2026** (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@pleasantvalleyisd.org](mailto:kburchell@pleasantvalleyisd.org) or send to  
Human Resources Department  
600 Temple Avenue, Camarillo, CA 93010

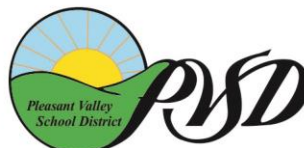
2.  I am presently on Unpaid Leave of Absence and INTEND TO RETURN to my position in **2025-2026**.
3.  I am requesting an Unpaid Leave of Absence for the **2025-2026** school year.  
Reason for request:
4.  I am resigning-retiring from PVSD at the end of the school year and will not return for the **2025-2026** 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



**Pleasant Valley School District**

600 Temple Avenue • Camarillo, CA 93010 • (805) 389-2100 (Office) • [www.pleasantvalleyisd.org](http://www.pleasantvalleyisd.org)  
*PVSD prepares 21st century learners who are responsible members of our global society.*