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 September 1, 2027

NAME _____ **DATE** _____

SCHOOL SITE _____

In order to be placed in a higher salary classification on the salary schedule for the 2027-2028 school year, you must submit this form and complete all coursework before September 1st, 2027. Please refer to the Contract of Agreement, Article 24 for specific guidelines for advancement on the current Salary Schedule.

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, 2027*.

I fully understand that if the necessary transcripts have not been received by October 1, 2027, this request will be void.

_____

Employee's Signature

Column changes will be processed after October 1, 2027, and retroactive to the start of the 2027-2028 contract.

For District Use Only:

Declaration of Intent form

Received by: _____ Date: _____

Official Transcripts

Received by: _____ Date: _____