

KONOCTI UNIFIED SCHOOL DISTRICT
NOTICE OF INTENT TO ADVANCE HORIZONTALLY ON THE SALARY SCHEDULE

This is to certify that I intend to enroll at

_____ on _____
(Institute) (Date)

to take the following courses:

(Course Name & Description)	(Units)
_____	_____
_____	_____
_____	_____

TOTAL OF ABOVE UNITS= _____

According to my records, I now have _____ units beyond my B.A. Degree.

Anticipated Column Placement for next Fall: _____

(Signature) (Date)

(Printed Name) (School/Site)

If a teacher has submitted a Notice of Intent for the ensuing school year, unit credit on the salary schedule will not be given until the units are successfully completed by the end of the summer and an official transcript or grade card is submitted to the district office. If appropriate the salary increase will then be granted retroactively to the beginning of the school year.

Teachers wishing to advance horizontally on the salary schedule must file a notice of intent to take additional units. This notice is to be filed in the district office by June 1 of the preceding school year. Verification of the earned units must be given to the payroll office on or before the first Friday of the month of September. If the employee is unable to have a transcript, a letter of verification from the college will suffice. However the transcript verifying the units must be filed prior to October 15th. Failure to meet the above deadlines will result in the same column placement on the schedule as in the previous year.

NOTE: THIS FORM IS DUE IN THE DISTRICT OFFICE NO LATER THAN JUNE 1ST

Please use a separate form for each Institution