LUCIA MAR UNIFIED SCHOOL DISTRICT

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000 • FAX (805) 473-4308

NOTICE OF INTENT TO QUALIFY FOR A HIGHER SALARY CLASSIFICATION

This form will serve as notice to the district that you intend to change salary classification for the coming school year. If you believe you may qualify for a higher class, you must file this form with the Personnel Office **prior to July 1**. This form is **not** intended to be used as a notice of change in salary step, which is granted automatically when you complete 75% of the current school year.

Courses submitted for advancement on the salary schedule ***must be completed before the first day of school*** and records substantiating participation must be submitted to the Human Resources Office **by September 1** of the school year in which they are to become effective such as copy of course syllabus and evidence of final grade and/or completion. Official records substantiating professional preparation and experience must be submitted by October 10. Any extensions must be approved in writing by the District.

Please submit this form if you are considering moving up on the salary schedule, even if you're not sure you will complete the units.

Name:_____

Current Position: _____

Current Location(s):_____

I am working toward moving up in class on the salary schedule and my intention is as follows: *(I understand that if I do not submit transcripts for course work as explained above, I may not qualify for this advancement.)*

Present salary classification: Semester units_____

Working toward upgrade to:

- ☐ 15 semester units (Class 2)
- ☐ 30 semester units (Class 3)
- ☐ 45 semester units (Class 4)
- ☐ 60 semester units (Class 5)
- ☐ 75 semester units (Class 6)

Signature:_____ Date:_____

Human Resources Use Only:

Transcripts/Units Received: _____
New Salary Placement: _____
Update Sent To: Employee Payroll