



Trustees:
Jim Carroll
Leila G. Dumore
Les McMullen
Terri Quigley
Helen Ciaramella

Dr. Baljinder Dhillon
Superintendent

Cascade Union Elementary School District
Anderson, CA

This form is provided for the convenience of the teacher who anticipates completion of units which will qualify him/her for a range advancement. Please sign and return to the principal before June 1.

Appendix C of the Cascade Union Elementary School District/Anderson Cascade Teachers Association contract, Section 4, Item 5:

“The business office must be notified by June 1, if the teacher intends to change classification because of semester unit increase. Verification of units must be made by October 1st of the school year. Grade record cards or other documentation will be accepted pending receipt of official transcripts. Transcripts will be given to the business office in writing on or before these dates.”

NOTICE OF INTENT

This is to give notice that I will qualify for reclassification on the salary schedule for school year _____ to Step _____, BA + _____ + _____.

It is understood that if for some unforeseen reason the units are not completed, my classification will remain the same.

I will report proof of the units completed to my principal by October 1st, as required.

Date

Employee Signature

Date

Principal Signature