

**NOTICE OF INTENT**  
**FOR CERTIFIED EMPLOYEES ONLY**

**TO RECEIVE ADDITIONAL PAY FOR:**  
**MOVEMENT ON THE CERTIFIED SALARY SCHEDULE**

**NAME:**

**EMPLOYEE 6-Digit ID#:**

**SCHOOL:**

**DATE:**

**This form is a planning document only!** Its purpose is to advise the District of your intention to apply for additional pay for the 20\_\_-20\_\_ school year related to Graduate Level Coursework and/or completed Master's or Doctoral Degree, which will result in a movement on the Certified Salary Schedule.

*To be eligible for additional pay, this form must be **received in Talent Management no later than 4:30 p.m. on January 15** for an anticipated salary increase for the following school year.*

**Please check each box indicating your understanding of these conditions:**

- By June 30<sup>th</sup> of the current fiscal year, I will have **completed** all graduate level coursework necessary to move on the Certified Salary Schedule.
- Transcripts or grade report for Coursework **completed** by June 30<sup>th</sup> are to be submitted in Performance Matters.

OR

- I will complete an advanced degree with an anticipated graduation date of \_\_\_\_\_.
- Transcripts and grade report with degree noted and are to be submitted upon completion.

Please make sure to notify your Employment Specialist when all coursework and documentation is submitted in Performance Matters.

**Please check your anticipated salary schedule movement:**

BA+15    BA+30    BA+45    MA    MA+15    MA+30    MA+45    Doctorate

***You are encouraged to review the Professional Growth section of the Certified Meet & Confer document, under Terms of Employment.***

Employee Signature:

Date: