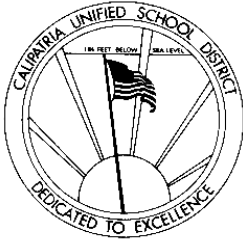# CALIPATRIA UNIFIED SCHOOL DISTRICT
501 West Main Street   *   Calipatria, California 92233

NOTIFICATION OF INTENTION
TO EARN ADDITIONAL CAREER UNITS
DEADLINE FOR NOTIFICATION IS FEBRUARY 1st

I, _____, teacher at

_____ (current work site) am currently placed at

Class _____ Step _____ on the Salary Schedule.   For the _____ school year I intend to:

☐ Earn additional career education units to qualify to move to Class _____ Step _____

Class I BA	Class II BA+30	Class III BA+45	Class IV BA+60 or MA	Class V MA+15

☐ Qualify for Longevity Step 20 (After nineteen (19) years of teaching with thirteen (13) years of continuous service in the District, teachers shall receive a longevity increment designated as Step 15 of the Salary Schedule.)

☐ Qualify for Longevity Step 25 (After twenty-four (24) years of teaching with eighteen (18) years of continuous service in the District, teachers shall receive an additional longevity increment designated as Step 16 of the Salary Schedule.)

CUTA Bargaining Unit Agreement requires:

- **Unit members anticipating a change in classification for the following school year must notify the District Office of this intention prior to February 1st of the current school year**. This is necessary for budgetary reasons.

- All unit member will be required to submit official transcripts for which they desire to have counted toward placement on the salary schedule.

- Work must be completed before the beginning of the school year in order to be credited for an advance on the schedule.

- Degrees must be awarded and recorded before the beginning of the school year in order to be credited for an advance on the salary schedule.

- **Official transcripts must be submitted before December 1st.**

- **All earned credits must be in semester units. (Equivalents are listed below)**

Quarter or Continuing Ed Units	1	1 1/2	2	3	4	5
Semester Units	2/3	1	1 1/3	2	2 2/3	3 1/3

Note: The column move will be effective from the beginning of the school year but will not be implemented until official transcripts are received and reviewed by the District Office.

_____   _____
Teacher's Signature   Date