



May 1, 2024

TO: All SLOCOE certificated bargaining unit members with column advancement potential  
Assistant Superintendent-Student Programs and Services, Executive Director-Educational  
Support Services, Director-Early Learning Educational Support

FROM: Jenni Pong, Human Resources & Credentials Manager

## IMPORTANT REMINDER

Acceptance of Notice of Intent forms applicable to 2024-2025 closed April 30, 2024.

Acceptance of Notice of Intent forms applicable to 2025-2026 is now open.

**“Notice of Intent” to advance/move on the salary schedule must be filed with SLOCOE by Thursday May 1, 2025.**

Criteria:

- Each course must be substantially supportive of the teacher’s current assignment, academic major or minor unit.
- The course must be pre-approved by your supervisor.
- SLOCOE may grant credit for in-service activities conducted by SLOCOE. SLOCOE will not grant credit for in-service activities when SLOCOE has paid registration or similar participation fees for the employee.
- A minimum grade of “C” or “Pass” must be earned for salary credit.

Procedure:

- The “Notice of Intent” form must be submitted to Human Resources on or before May 1, 2025.
- All column advancements are effective retroactively to the beginning of the 25-26 school-year once you have submitted official (sealed) transcripts of your coursework. Transcripts must be received by October 1, 2025.

It is the responsibility of the employee to follow all the steps and procedures under CTA Contract, Article III (Salary) to facilitate the column advancement.

The request form is available online at <https://www.slocoe.org/resources/employee-resources/professional-growth-for-employees/>

If you have any questions or need additional forms, please contact me at [jpong@slocoe.org](mailto:jpong@slocoe.org) or 805-782-7248.

Revised: 4/2024