

# WASHINGTON UNIFIED SCHOOL DISTRICT

## ANTICIPATED CHANGE OF PLACEMENT ON THE SALARY SCHEDULE

The agreement between the District and the Washington Teachers' Association, Article 17, Compensation, 17.1.4 states:

"Unit members who anticipate a change of placement on the salary schedule must file a statement of intention **before April 15** on forms available in the Human Resources Department."

This "change of placement" refers to group placement only. Personnel will automatically move down on the salary schedule if they have completed one (1) year of service.

**NOTE: A statement of intention filed after April 15 will not become effective during the ensuing school year.**

Remember to complete the "Approval of College Courses" form to be certain that the course work you intend to complete is acceptable for salary schedule advancement.

Please complete the form below and submit to the Human Resources Office if you anticipate a change in placement on the salary schedule.

PRESENT SALARY  
SCHEDULE PLACEMENT

Group \_\_\_\_\_ Step \_\_\_\_\_

Degree \_\_\_\_\_ Plus \_\_\_\_\_ sem. units

ANTICIPATED SALARY SCHEDULE  
PLACEMENT FOR NEXT SCHOOL YEAR

Group \_\_\_\_\_ Step \_\_\_\_\_

Degree \_\_\_\_\_ Plus \_\_\_\_\_ sem. units

Name:

\_\_\_\_\_  
(Please Print)

Signature:

School:

Date:

**Note: As stated in Article 17.3.2 and Article 17.3.4, official transcripts, verifying the completion of units, must be turned in to the Human Resources Office on or before October 1, 2026 in order to move across the salary schedule during the 2026-2027 school year.**