

NOVATO UNIFIED SCHOOL DISTRICT

**CERTIFICATED STAFF SENIORITY LIST CHANGE FORM**

Complete, sign & return to Michelle Gassner in Human Resources  
via EMAIL (mgassner@nUSD.org) or DISTRICT MAIL to submit Seniority List updates.

For credential and English Learner authorization updates, please include a copy of your credential from the California Commission on Teacher Credentialing website (www.ctc.ca.gov) to confirm the change.

Updates are meant to accurately reflect certificated staff members' credentials, status, employment, and location information. They do not necessarily affect employee placement on the Seniority List.

Name <b>(REQUIRED)</b> :		Employee ID #: <b>(IF KNOWN)</b>	Date:
Please review the following UPDATE(S) to my Seniority List information.			
Seniority List Information	Correct	Incorrect	Update
Name:			
Seniority Date*:			
FTE:			
Status:			Correct Status: Probationary 1      Probationary 2      Permanent
Credential(s):			Change Credential (see attached from CTC)  Add Credential (see attached from CTC)
English Learner Authorization:			Add English Learner Authorization (see attached from CTC)
Location:			
* Seniority Date equals the date an employee received <u>Probationary Status</u> . This is not necessarily the employee's start date.			
<input checked="" type="checkbox"/>			

Employee Signature (verifying edits indicated above) \*REQUIRED\*

<b>HR STAFF - CHANGES / NOTIFICATIONS:</b>		
<input type="checkbox"/> QCC	<input type="checkbox"/> SENIORITY LIST	QUESTIONS? Contact Michelle Gassner at 415-493-4248 or x4248 internally.