

## NOVATO UNIFIED SCHOOL DISTRICT

## CERTIFICATED STAFF SENIORITY LIST CHANGE FORM

To update your Seniority List information, please complete, sign and return this form to Human Resources via EMAIL to Jess Joseph, [jjoseph@nUSD.org](mailto:jjoseph@nUSD.org) or DISTRICT MAIL to Jess Joseph in Human Resources by 12/20/2024.

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](http://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: <b>(CIRCLE ONE)</b> 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)
Site Location:			
* Seniority Date is the date an employee receives <u>Probationary Status</u> , not necessarily the employee's start date.			
X			

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

HR STAFF - CHANGES / NOTIFICATIONS:		
<input type="checkbox"/> QCC	<input type="checkbox"/> SENIORITY LIST	QUESTIONS? Contact Jess Joseph at 415-493-4207 or x 4207 on a District Phone Line.