

**MISSION VALLEY
USD 330**

TO: ALL CERTIFIED STAFF

FROM: Mary Hewes, Payroll Clerk

DATE: March 3, 2020

RE: HORIZONTAL MOVEMENT

The negotiated agreement requires any teacher who anticipates moving horizontal on the salary schedule for the 2020-21 school year give the district notice by April 1, 2020.

Notification must be in writing and indicates to which column you intend to move.

Official transcripts must be received by the office of the Superintendent by October 1, 2020.

Once you have requested the college/university to send the transcript, please verify with the District Office that the transcript has been received.

