



# Berkeley Unified School District

2020 Bonar Street, Berkeley, California 94702

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March 1, 2013

Dear Valued BFT Member:

The seniority list is a living document, and we will be updating it as necessary as it relates to assignment, credential status or position. If you believe that the information listed for you on the seniority list is not accurate, please identify corrections and include supporting documentation, as appropriate. Please scan and email this form to me no later than March 29, 2013. You may also hand-deliver it to our department and obtain a receipt to serve as proof of your submission.

|           |            |  |
|-----------|------------|--|
|           |            |  |
| Last Name | First Name | Employee ID#<br><small>(found beside name on pay stub)</small> |

Correction: \_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
  
Mary Buttler  
Director of Personnel Services

cc: Personnel File

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For Human Resources Department Use

Reply to BFT Member:

Correction:

QCC Data Entry

PAF

PR

Seniority List update

Reply to BFT member