



## Human Resource Services

# Verification of Management Comparable Experience

This verification of management comparable experience is required by our district to place an employee on the salary schedule with appropriate years of experience.

**RETURN COMPLETED FORM TO:**

Sacramento City Unified School District  
 Human Resource Services, Attention: Personnel Technician  
 P. O. Box 246870, Sacramento, CA 95824-6870

➔ Authorization for release of information: \_\_\_\_\_

THIS IS TO VERIFY THAT \_\_\_\_\_, SSN \_\_\_\_\_ WAS EMPLOYED BY \_\_\_\_\_ AS INDICATED BELOW:

Name (printed)  
(Employing Agency), (City), (State)

**THE SECTION BELOW IS TO BE COMPLETED BY PREVIOUS EMPLOYER**

**IMPORTANT:** List verification by fiscal year, i.e., July 1 to June 30. Fill out each column, as requested, or form will be returned for completion.

**NOTE:** When fully verified, experience which is comparable to the district assignment shall be evaluated on the basis of one step for each year of comparable experience.

Fiscal Year		No. Days Required in School Year	No. Days Services Rendered	Assignment	Percent of Time (Full Time, Half Time, etc.)	Status: Probationary, Regular, etc.
Date School Year BEGAN	Date School Year ENDED					

Signature \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_