



Human Resource Services

Verification of Teaching Experience

This verification of teaching 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. Do not enter non-teaching experience on this form. Fill out each column, as requested, or form will be returned for completion.

- If private school teaching experience is being verified, was a credential required to obtain the following position(s)? _____
- If Children Center teaching experience is being verified, was a Children Center Permit required to obtain the following position(s)? _____
- If nursing experience is being verified, was an RN degree required to obtain the following position(s)? _____

Fiscal Year		No. Days Required in School Year	No. Days Services Rendered	Assignment (e.g., Teacher, Counselor)	Percent of Time (Full Time, Half Time, etc.)	Status: Probationary, Regular, Day-to-Day Substitute, Temporary Contract
Date School Year BEGAN	Date School Year ENDED					

Signature _____ Title _____ Phone _____ Date _____