

Human Resources

Verification of Teaching Experience



Name

Social Security #

Date

The above named has been employed in a certificated position with Springfield Public Schools. Basic salary is determined by evaluating teaching experience in the last ten years. Please verify teaching experience by fiscal year, i.e., July 1 to June 30, including only the experience for which pay was received for full-time teaching. Substitute or student teaching is not considered. If only a fractional part of a year was taught, give number of days. Use a separate line for each school year.

School Year	Assignment	No. Days Served (if less than full year)	Certification Required	Status	
				Full-Time	Part Time

School District

District Address

City *State* *Zip*

Signature of School Official

Title

Tenure Date if applicable

Date