

P.O. Box 2118 • 200 North Clara Avenue • DeLand, Florida 32721-2118
DeLand (386) 734-7190 Daytona Beach (386) 255-6475 New Smyrna Beach (386) 427-5223 Osteen (386) 860-3322

To: New Personnel
From: Division of Human Resources
Re: Verification of Teaching/Administrative Experience

It is the responsibility of the teacher to provide, on the attached Verification of Teaching/Administrative Experience form, complete verification of full-time, satisfactory teaching experience. Please use the attached cover letter when sending the form to your previous employer.

Allow one year of service credit for each good year of service in K-12 school systems, including public and private institutions of higher learning and private K-12 schools, which require state certification based upon a baccalaureate degree as a precondition to employment, and the teacher will have held such certificate at the time of service. A "good year of service" for salary credit must consist of at least one day more than one-half the school term.

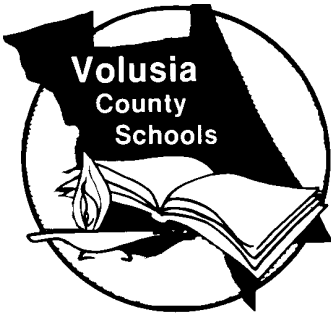
If your experience is in a college or university, you must have worked full-time both major semesters (Fall and Spring) in order to receive credit.

Your previous employer must fill out the verification form in order to receive salary credit. Remember to fill out the top portion prior to sending it to your previous employer's personnel department. This form should be returned to the Volusia County School Board, Att. Human Resources, P.O. Box 2118, DeLand, Florida 32721-2118.

Salary credit can be evaluated and granted only upon receipt of forms completed with all required information. If forms are incomplete, you will experience a delay in salary credit. Please submit the verification form within 60 days of employment. If received after that, the salary increase will not be retroactive to the beginning of your employment.

All teachers with no experience are placed on Step 00 of the salary schedule. Raises are negotiated each year; therefore, your salary will **not** automatically increase at the beginning of the school year.

Should you have any questions, please contact Human Resources for assistance at 386-734-7190, extension 20172 or 20173. Thank you for your cooperation.



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Date _____

Name of School District Volusia County Public Schools
Address P O Box 2118 DeLand, FL 32721-2118

Dear Personnel:

I have been employed by Volusia County Public Schools and need a record of my satisfactory teaching experience in your district so I may receive credit for salary.

I have completed the top portion of the attached verification form. Would you please complete **all** portions of the form following the directions on the front of the verification form. **It is most important that all columns be complete and only one year per line entered on the form.**

Please return the form to the address listed at the top of the verification form. Your cooperation is appreciated.

Sincerely,

Signature

Print Name

Address



VERIFICATION OF TEACHING / ADMINISTRATIVE EXPERIENCE

School District of Volusia County

Human Resources

Post Office Box 2118, DeLand, Florida 32721-2118

SECTION 1: PERSONAL DATA (To be completed by employee / applicant) (Please print or type)

INSTRUCTIONS: Complete the following section and send this form to your previous employer. A separate form must be sent to each school district / organization with which the service was performed. It is the responsibility of the employee / applicant to have this information verified within the first sixty (60) days of employment.

Last Name:	First Name:	Middle Name:	Social Security Number:
Name under which service was rendered:		Signature:	Date:
Dates of employment:			Date:

SECTION 2: TEACHING / ADMINISTRATIVE EXPERIENCE (To be completed by authorized official) (Please print or type)

INSTRUCTIONS: The above named individual has applied for an instructional position with our school district. Years of past experience will be used to compute his / her salary. Please verify his / her length of service with your school district / organization by providing the information requested below. A separate line is provided for each year of service. Make copies as needed. Please process immediately, as this form must be returned to the School District of Volusia County within the first sixty (60) days of employment.

School Year* MM/DD/YYYY to MM/DD/YYYY	Name of school district / organization	Position and subject or grade level taught	Annual Performance Evaluation**	Hours/ Day***	Days in full contract year	Student Days	Actual days served****	Pre-planning days worked	Post- planning days worked	Status: Regular, Temporary, or Substitute

* Please list experience YEARLY beginning with July 01 and ending with June 30.
 ** If Annual Performance Evaluation was satisfactory or better, please indicate with an "S."
 *** For an elementary or secondary school or for experience not in a classroom setting, please indicate the number of hours in a normal work day. For a college or university, please specify each semester worked and the number of credit hours worked each semester (i.e. Fall 1994, 6 credit hours).
 **** Actual days served should include all paid personal or sick leave taken as work days during the school year.

SECTION 2: TEACHING / ADMINISTRATIVE EXPERIENCE (continued)

Please complete the following:

1. The experience listed on the reverse side was in a Public school district Private school Public college / university Private college / university
 Other, please specify: _____

Please note: For private school experience, please provide a brief description of the school (i.e. type of curriculum, grade and / or age levels of instruction) in the area below.
 For non-school related experience (i.e. social work, vocational work), please provide a brief description of the duties performed and the minimum degree required for employment.

2. Was this school / organization accredited at the time the applicant was employed? No Yes, by _____ (accrediting agency)
3. Did this school / organization require state certification based upon a baccalaureate degree as a precondition to employment? No Yes
4. Did the applicant hold such certificate during the time of the experience listed on the reverse side? No Yes
5. If period of employment included any extended period(s) of leave, please indicate nature of leave(s) and exact dates: _____

I certify that the information provided on this form is true and correct according to our official records.

 Signature of certifying official Date Print name of certifying official Title of certifying official
 (Sign in front of notary or use School Board or Corporate Seal)

 Name of school district / organization Mailing address City State Zip code Area Code / Telephone number



Sworn to and subscribed to me on (date) _____ by (name of certifying official) _____
 who is personally known to me or who has presented (type of identification) _____ as identification.

 Signature of notary Commission number Date commission expires

Please mail directly to: School District of Volusia County - Human Resources - Post Office Box 2118, DeLand, Florida 32721-2118
 An Affirmative Action / Equal Opportunity Employer