



Cypress-Fairbanks Independent School District

*Laura Harman
Director Human Resources
Records, Leave,
Credentials and Compensation
(281) 897-4099
Fax 281-897-3861*

FOR COLLEGE/UNIVERSITY SERVICE

TO: NEW PERSONNEL
FROM: PERSONNEL DEPARTMENT
SUBJECT: VERIFICATION OF TEACHING EXPERIENCE

Previous teaching experience must be verified on the Teacher Service Record Form (attached). Procedures regarding verification of the experience are given below.

It is the responsibility of the teacher to provide, on forms furnished by the District, verification of a full-time teaching experience earned outside of Cypress Fairbanks Independent School District. Experience acceptable for salary credit purposes must be earned in a public or private school that was accredited by an accrediting association recognized by the Texas Education Agency. You must have been fully certified and served in a contracted position for a minimum amount of full-time days for experience to be acceptable for salary credit. Service Records received from public Out of State schools may be submitted to the TEA for verification.

Please complete the form showing your full name, social security number and fill in Columns 1 through 5. See instructions on the sample form for assistance in the correct manner to complete the form. **Please note, no more than one year of experience can be shown per line.**

Mail this form and the sample form to the school district where you previously taught for completion of Columns 6 – 9. The Superintendent's, or authorized representative's, signature and title must be placed in Column 9.

Have this form returned to you. Once you have the returned Form, you will need to sign it before HR can accept for consideration towards teaching experience. **Your submission must be an original record. No photocopies, faxes or electronic records will be accepted.** Should you have any questions, please contact the Personnel Office at 281-897-4083.

10300 Jones Road
Houston, TX 77065

P.O. Box 692003
Houston, TX 77629-2003



Cypress-Fairbanks Independent School District

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Date

Previous University

Address

City, State, Zip

Re: _____
Teacher's Name

Social Security Number

To Whom It May Concern:

I have been employed by Cypress-Fairbanks Independent School District for the current school year.
My employment years with your district were _____.

Please complete the enclosed forms and send to my home at the address listed below.

Thank you.

Signature

Teacher's Address

City, State, Zip

College Verification (full-time)



Office of Educator Certification

Last Name	First Name	Initial
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Social Security Number

Employment Verification

We find it necessary to verify the employment of the above named individual during each academic year. This information is needed to determine whether the experience may be counted for salary increment purposes. To assist us in our evaluation, the following information is requested.

What were the beginning and ending dates of employment during each academic year? Please show each academic year on a separate line.

Years of Service From	Years of Service To	Percent of Day Employed

Add Row

Delete Row

- Was this person employed either at the faculty status level or as an administrator on a full-time basis during each academic year (not as a graduate assistant, teaching fellow, etc.)?
 - Yes
 - No
- Was the work assigned during each academic year consistent with the work performed by other similar employees?
 - Yes
 - No
- Was the salary paid during each academic year equal to that of other similar employees?
 - Yes
 - No

Name of Institution

Title	Signature of Official
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The organization's official stamp must be included on the form if service from outside of the United States is reported.

College Verification (part-time)



Office of Educator Certification

Last Name	First Name	Initial
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Social Security Number

Employment Verification

We find it necessary to verify the employment of the above named individual during each academic year. This information is needed to determine whether the experience may be counted for salary increment purposes. To assist us in our evaluation, the following information is requested.

What were the beginning and ending dates of employment during each academic year? Please show each academic year on a separate line.

Years of Service From	Years of Service To	Percent of Day Employed

Add Row

Delete Row

1. Was this person employed either at the faculty status level or as an administrator on a part-time basis during each academic year (not as a graduate assistant, teaching fellow, etc.)?
 - Yes
 - No
2. Was the work assigned during each academic year consistent with the work performed by other similar employees?
 - Yes
 - No
3. Was the salary paid during each academic year equal to that of other similar employees?
 - Yes
 - No

Name of Institution

Title	Signature of Official
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The organization's official stamp must be included on the form if service from outside of the United States is reported.

Verification of Accreditation Status



Office of Educator Certification

Last Name	First Name	Initial
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Social Security Number

Employment Information

One of our employees has indicated previous employment with your institution. The information requested below is needed to determine whether the experience may be claimed for salary increment purposes. To assist us in our evaluation, the following information is requested.

Previous Employment From	Previous Employment To
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Institution Information

1. Was this institution during the school year(s) indicated above operated by or under the jurisdiction of a governmental unit in the state in which this institution is located?	<input type="radio"/> Yes	<input type="radio"/> No
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If Yes, please provide the name of the governmental unit
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2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located?	<input type="radio"/> Yes	<input type="radio"/> No
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If Yes, please provide the name of the accrediting agency or governmental unit
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3. Is this a Public or Private School?	<input type="radio"/> Public	<input type="radio"/> Private
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We appreciate your cooperation in completing this form at your earliest convenience.

Name of Institution

Signature of Person completing form	Title of Person Signing
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The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp.

Instructions for Completing Form
(All columns must be completed unless otherwise indicated)

1. School Year – Corresponds to the school term or scholastic school year (September 1 – August 31) that employment is claimed. **No more than one year of experience can be shown on one line.**
2. State or Country – Enter state or territory of USA. Enter name of Foreign Nation if applicable.
3. County or Equivalent – Enter county or parish in USA. Enter APO of Department of Defense (DOD) Schools and names of sub-territories of Foreign Nations.
4. School District or Institution – Enter name of Public School Districts and names of Private Schools and other institutions. Give sufficient information in this column to identify the school for accreditation purposes.
5. Enter Grade Level Taught – If more than one grade, enter span ie: 2-6, 7-12, etc. Enter SUPV for Supervisor, CONS for Counselor, PTP for Part-time Principal, FTP for Full-time Principal, and SUPT for Superintendent.
6. % of Days Employed – Enter percentage of the school day employee is employed. Full day is reported as 100%, one-half day is reported as 50%.
7. No. of Days – Enter the number of days employed during the school term for public schools and private schools. Enter number of days employed during the scholastic school year (Sept. 1 – August 31) for colleges/universities. An employee must have been fully certified and served in a contracted position for at least 90 full-time days for experience to be acceptable for salary credit. **We will not be able to accept the service record without this column completed.**
8. Dates of Service – Enter beginning and ending dates of employment in the school term or scholastic school year.
9. Only Authorized Signatures Acceptable – Each line on the record must be verified by the signature and title (in ink) of an authorized official of the school system involved. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution.

*This is a legal document: erasures, ditto marks, liquid paper corrections and stamped signatures are not acceptable.

See Sample on Reverse Side

