

REPORT OF TEACHING EXPERIENCE

FOR SALARY RATING PURPOSES

FOR VERIFICATION OF SERVICE
OUTSIDE TEXAS PUBLIC SCHOOLS

NOTE:

Do not give credit for student teaching.



PLEASE TYPE OR PRINT

Name _____
LAST FIRST MIDDLE INITIAL

Social Security Number _____

Signature of Teacher _____
REQUIRED

USE A SEPARATE LINE FOR EACH SCHOOL YEAR. This is a legal document: erasures, ditto marks, liquid-paper corrections, and stamped signatures are not acceptable.

Everything below this line to be completed by the school system where work was performed. (See reverse side for instructions.)

(1) School Year	(2) State	(3) County	(4) School	(5) Grade Level	(6) % Day Employed 50% = half day 100% = full day	(7) Number Days Worked	(8) Beginning Work Date Mo / Day / Yo	Ending Work Date Mo / Day / Yo	(9) Signature of Superintendent, trustee, or personnel administrator (each line)

Please indicate (x):

☐ Public School ☐ Private School

Was the school under the jurisdiction of the governmental unit? ☐ Yes ☐ No

Was the school accredited during the years verified? ☐ Yes ☐ No

Accredited by: _____

Please state title under last signature

RETURN TO EMPLOYEE:

EMPLOYEE—This information is required for salary increment purposes and must be returned within the first semester of employment.

INSTRUCTIONS FOR COMPLETING THIS FORM

(All columns must be completed unless otherwise indicated.)

- 1. School Year** Corresponds to the scholastic school year (e.g., 1997-98, etc.) employment is claimed. No more than one year of experience can be shown on one line.
- 2. State** Enter state or territory of USA. Enter name of foreign nation if applicable.
- 3. County or Equivalent** Enter county or parish in USA. For Department of Defense Dependents' Schools (DODDS) enter the names of subterritories of foreign nations. DODDS Service records must be completed by an official from the National Archives and Records Administration (NARA) in St. Louis, MO. *A blank service record must be sent to:* NARA, CPR
111 Winnebago Street
St. Louis, MO 63118-4199
- 4. School District or Institution** Enter name of public school district or institution and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes. (e.g. Public or Private).
- 5. Position Held** Enter position held (e.g., teacher, substitute, bus driver, etc.)
- 6. Percent of Day Employed** Enter percentage of the school day employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc.
- 7. No. of Days Employed** Enter the number of days employed during the contractual year (July 1 thru June 30). The days entered must not include the number of days a person was docked a full day's pay.
- 8. Dates of Service** Enter the actual beginning and ending dates of employment during the contractual year (July 1 thru June 30).
- 9. Authorized Signature, Title, and Organization** The record must be verified by either signing each line of the record separately (in ink) or by drawing a diagonal line and placing the signature diagonally across from the years of experience. An authorized official of the school system must sign the record. A rubber stamp signature may be used, in lieu of the original signature, provided the name of the person appearing on the stamp is the same name designated by the school district to sign the service record. Such official, if not the superintendent of the school, must have been authorized to sign personal records of the institution by the governing board of that institution. In the case of public schools, the board of trustees is the governing body. **The organization's official stamp must be included on the service record if service from overseas is reported. If service is reported from the US, official stamp may be included depending on availability.**

Note: All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.