



Instructional Verification of Experience

To BE COMPLETED BY OCSB EMPLOYEE
Name: (Last, First MI) Today's Date:
Last four digits of Social Security #: Approximate Dates of Employment: Position Held:
Authorization is granted to provide information to Okeechobee County School Board as requested on this form. Signature

I have been employed by Okeechobee County Schools. OCSB will take into consideration my employment with you in determining my salary. Please verify my dates of employment and position(s) held below. Your promptness in returning this form directly to the address below will be appreciated. My salary placement is pending receipt of this information. Thank you for your assistance.

To BE COMPLETED BY PREVIOUS EMPLOYER

Verification must be received within 90 calendar days from hire date for experience credit.

- 1. Use a SEPARATE line for each year of experience in any certificated position. (Use reverse side if necessary.)
2. Please return the completed form to the address indicated.

Did this person hold a Continuing or Professional Service contract? [] Yes [] No
Has this teacher completed the Beginning Teacher Program? [] Yes [] No
Is your school a part of the public school system under the State Department of Education? [] Yes [] No
If non-public school, are you registered with the State Department of Education? [] Yes [] No
Was the teacher fully qualified (certified) as a teacher? [] Yes [] No

RETURN THE ORIGINAL DOCUMENT (no copies or faxes will be accepted)

Table with 9 columns: *School Year, *Name of School, *Subject or Position Held, *Satisfactory Performance Evaluation?, *Service Began Mo/Day/Yr, *Service Ended Mo/Day/Yr, *Contractual Days in School Year, *Actual Days Employed in School Year, *Status Full/Part-Time

*Required field (must be completed for salary authorization)

School District Street Address City/State/Zip Code Contact Phone Number
Authorized Signature and Title Printed Name Date

Return completed form to:
Okeechobee County School District
Attn: Human Resources
700 SW 2nd Avenue
Okeechobee, FL 34974

OCSB OFFICE USE ONLY
Date Received: Effective Date:
Years Granted:
Reviewed by: