

THE SCHOOL DISTRICT OF HERNANDO COUNTY, FLORIDA

Private School Verification of Teaching Experience

Name of Employee _____ Address _____

School/Department _____ Position with Hernando County _____

The above named person has been hired with the School Board of Hernando County. This is a request for verification of experience in a parochial school, private school, or college. In order for this experience to be accepted, the school or college must be accredited by the Southern Association of Colleges and Schools or other such regional accrediting agency, and the teacher must have been required to hold a valid teaching certificate. Please assist this employee in receiving experience credit by completing this form to indicate the length of service this person was employed with your organization. Return original completed form to **Hernando County School District, Human Resources Department, 919 North Broad Street, Brooksville, FL 34601. No faxes or emails will be accepted.** Thank you for your assistance.

Employee Signature: _____

Please list each year on a **SEPARATE LINE**. Do not list substitute teaching.

Name of School	Term of Service as Full Time Teacher						Length of School Year (in Days)	Number of Actual Days Worked During School Year	Number of Hours Each Day	Subject & Grade Level(s) Taught	Satisfactory Evaluation Received (Yes or No)	HCSD HR office Use ONLY Credit Given
	From Month	Day	Year	To Month	Day	Year						

I hereby attest that the above noted schools are accredited by _____ Valid teaching certificate was held during period of employment ___ Yes ___ No

Printed Name and Title of Person Verifying Experience _____

Signature _____ Date _____

*Please affix School District Seal or stamp in the space below. If seal or stamp is not available, attach your business card or provide note of such on letterhead. Thank you.

Name of School _____

Address _____

City _____ State _____ Zip _____

HCSD – Human Resources Department Use Only	Reviewed and processed by _____	Date _____
	HR Administrator Signature _____	Number of Years Credited _____