

Verification of Substitute Service

This form will enable CCISD to verify service in this District. If you were a substitute teacher for at least 90* total days in a single school year, that year may be added to your total experience for salary schedule credit. The full information can be found in *Commissioner's Rules on Creditable Years of Service*. **Please complete and submit to payroll@ccisd.net .**

**85 days of service was required in years 1978-1998.*

- ❖ You must have held a valid teaching certificate when the substitute service was performed.
- ❖ Only professional substituting assignments (teacher, librarian, etc.) can be counted.
- ❖ An official Service Record is required to verify all substitute service for this purpose.
- ❖ No more than one year of credit can be allowed for any single academic year.
- ❖ Service Records from multiple districts can be combined for credit.
- ❖ You will need to contact other ISD's for verification of service in their districts.

Name:

CCISD Employee ID:

Phone/Email:

Retirement Date (if applicable):

Educator Certification Dates:

Date Submitted:

Please fill in the school year and position worked only; CCISD will verify the remaining information.

SCHOOL YEAR WORKED	POSITION WORKED	DAYS WORKED	QUALIFIED SERVICE YR
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Please send Service Record to address/email below:

District Use Only

Verified by:

Date:

Approved by:

Date:

Service Record by:

Date: