

Dr. Edith Walker
Superintendent

SCHOOL BOARD

Taft Kleinpeter
President
District 5B

Jared Bercegeay
Vice President
District 6A

Robyn Penn Delaney
District 1

Scott Duplechein
District 2

Julie Blouin
District 3

Marty J. Bourgeois
District 4A

John Murphy
District 4B

John DeFrances
District 5A

Louis Lambert
District 6B

Karen Braud
District 7A

Jake Lambert
District 7B

Dear New Ascension Public Schools Employee,

Welcome to the team! You are joining one of the largest school districts in Louisiana, and the largest to consistently maintain an “A” rating in the Louisiana Department of Education’s accountability system. We are the largest employer in Ascension Parish and we serve over 24,000 diverse students.

Certified Staff: New hires recommended for a certified position are required to send the Experience Verification Form to all previous employers in order to receive the prior experience and have salary adjusted in accordance with the APSB salary schedule. The Experience Verification Form will also be used for APSB to obtain the sick and extended sick leave balances for new hires previously employed by school system within the State of Louisiana. All new hires salary will start with 0 years of experience until Human Resources receives the completed form from previous employers.

Bus drivers can receive credit for all prior years of experience. However, experience verification forms must be completed and returned to APSB Human Resources Department. **Please note, new hires with no prior experience do not need to complete this form.** New hires with years of experience with multiple employers will need to submit one form to each previous employer.

There are so many positions in this incredible organization who do their part to support the schools. As you begin your career in Ascension Public Schools, please know that you are in a school district that holds success in our classrooms as a top priority. Our school and district level leadership are available to help you in any way we can.

Please have verification of years returned to the address listed below:
Ascension Parish Public Schools
ATTN: Human Resources
1100 Webster St.
Donaldsonville, LA 70346

Or via email as an attachment to: human.resources@apsb.org





EXPERIENCE VERIFICATION FORM

The following person claims previous experience in your organization.
Please complete the items based on the records you have.

Name (Please Print)

- ## -
Last Four Digits of SSN

Date

THE REMAINDER OF THE FORM IS TO BE COMPLETED BY THE FORMER EMPLOYER:

School Year	State	Parish/County	Full (FO) or Part-time (PT)	Position	Number of Days Worked/Number of Days in Year

Years of credit allowed upon being first hired by your school system _____

The following items are to be completed by **Louisiana** school systems only:

Number of accumulated regular sick leave days remaining as of his/her last day of work _____

Number of days of extended sick leave day remaining as his/her last day of work _____

Beginning date (mm/dd/yyyy) of six-year period _____ Ending date (mm/dd/yyyy) _____

Was there an interruption in service during this six-year period? Yes No

If yes, explain documented circumstances and dates of interruption _____

I, the undersigned official, affirm the above is true and correct to the best of my knowledge and belief.

Signature of Title of Designee

Date

Complete Name and Address of School System