



**Indianapolis Public Schools
HUMAN RESOURCE SERVICES DIVISION
120 E. Walnut Street • Indianapolis, IN 46204**

EXPERIENCE VERIFICATION FORM

The Indiana State Board of Education has ruled it is necessary to have a certified record of teaching experience for all staff on file in the office of the Superintendent. One hundred twenty (120) days of teaching experience in a given school year is the minimum number of teaching days recognized for experience credit.

TO THE TEACHER AND/OR ADMINISTRATOR:

Please list each school corporation on a separate line and send the completed form to your most recent school corporation’s administrative office for verification. They should have your complete teaching and/or administrative experience on record and can verify all schools. If the school corporation will only verify the years worked within that corporation, please send the form to each individual corporation for verification.

TO THE SUPERINTENDENT:

If the record given for this teacher while in your school system is correct, as well as his/her experience prior to employment with you, please sign and return. If not, please make the correction. Also, please indicate the accumulated sick leave balance for this employee. Thank you for your cooperation.

EMPLOYEE _____ **SSN** xxx-xx- _____

PREVIOUS CORPORATION	LENGTH OF TERM	GRADE/SUBJECT OR ADMINISTRATIVE POSITION	DATE(S)

Previous Corporation Representative Signature & Contact Information

Signature **Date**
 () - @

Phone **Email**

Accumulated Sick Leave Balance: _____ **DAYS** **HOURS**

RETURN TO:

Indianapolis Public Schools – Human Resources Division
 120 E. Walnut St., Rm.103 • Indianapolis, IN 46204
 Telephone: 317-226-4150 • FAX 317-226-4016