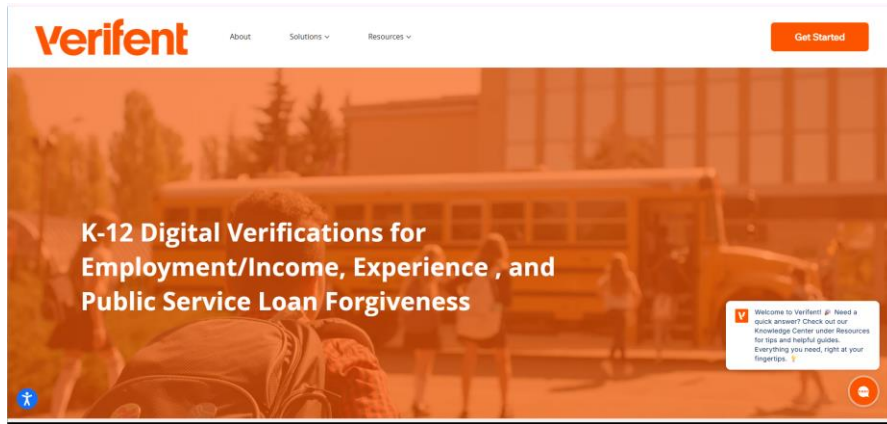
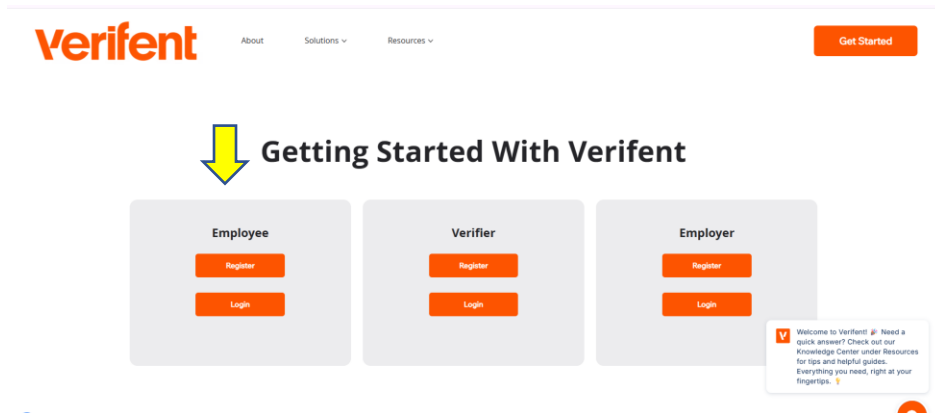


Go to <https://www.verifent.com/>

Select GET STARTED upper right corner



Select Register- Gray box on the left titled EMPLOYEE



Create an account by entering the requested information, then click **VERIFY INFO**

Employee - Register for an Account

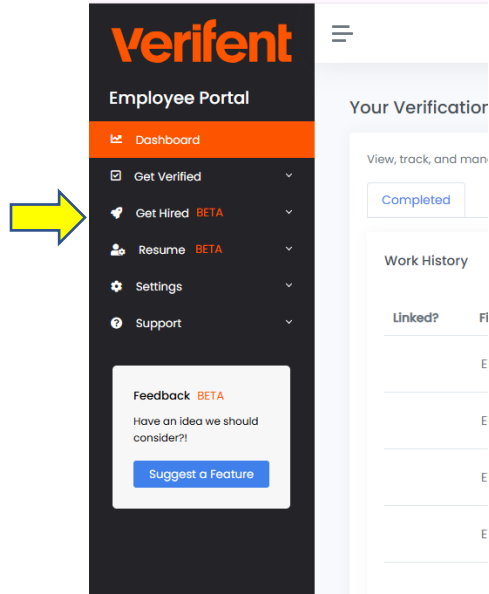
Create a profile, request forms, access completed forms, and keep track of important documents throughout your career. All fields are required

Registration Information	
Full Legal First Name	Full Legal Last Name
Email	Cell Phone (for Two Factor Authentication)
Date of Birth:	SSN (Last 4)

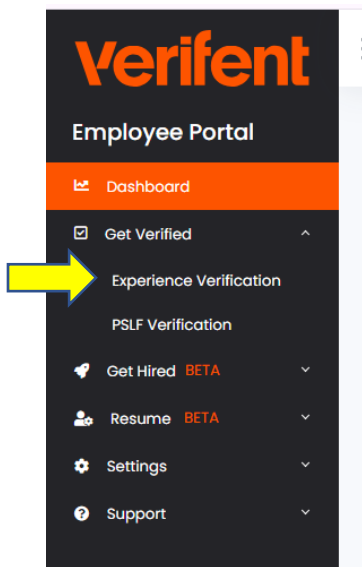


Verify Info

Select **GET VERIFIED** from the column on the right



Select **Experience Verification** from drop down



Follow the direction on the Experience request page. Type the first few letters then select Ascension Parish School Board here. Then click **SAVE HIRING ENTITY**

Experience Verification Request

Hiring Entity Information

Before you begin, you'll need to know which **Former Employers** your **Hiring Entity** requires for verification. You won't enter your **Former Employers** just yet but it's important to understand what you'll need later in the process.

Please Read Carefully:

1. Your **Hiring Entity** is the organization hiring you and needing the verification completed by your **current/former employer(s)**.
2. If you are unable to locate your **Hiring Entity**, please type and select '**Hiring Entity Not Found**' from the drop-down menu. You will be prompted to choose the State your Hiring Entity is located in.

Click the button below to begin by entering your **Hiring Entity**. Once that's done, you'll be guided through the next steps, including adding your **Former Employers** and submitting requested documents.

ASCENSION CATHOLIC DIOCESAN REGIONAL SCHOOL - LA

ASCENSION CHRISTIAN SCHOOLS - LA

ASCENSION PARISH SCHOOL BOARD - LA

****Confirm your information on the next page and select [NEXT](#)**

Check the following boxes and select [NEXT](#)

- Certified Experience-teacher or other certified positions
- Classified Experience- all other positions
- Evaluation/Assessment
- Sexual Misconduct
- Sick Days

Follow directions on the Former Employer Information page

Once you have selected or entered your former employer, click **ADD FORMER EMPLOYER** THEN select [NEXT](#)

Experience Verification Request

Former Employer Information

On this page we need you to tell us all of your applicable Former Employers (Add applicable forms. On the next screen you will be shown a summary of documents to be submitted.

1. Your **former employer** will be listed as the **school district**, not the individual school you w
2. If your **former employer** is not a school district, you'll be able to select 'Former Employer
3. If you are **unsure** of the correct contact email, reach out to your **former employer** to get
4. Verifent **cannot** determine which former employers need to be listed. If you're **unsure** w

Click the button below to begin.

Choose Former Employer(s)

Note: Please add former employers

Back **Next**

Highlight last employer for sick days THEN select [NEXT](#)

Sick Days From Last Employer

Please select your last employer:

- ☒ ASSUMPTION PARISH SCHOOL BOARD - LA

Next

Sign your name, then type full name THEN select **I Agree-continue**

Your Signature

I declare under penalty of perjury that the foregoing is true and correct. Additionally, I hereby release and disclaim liability arising from or related to the information provided.

Draw with mouse or finger.



Clear Signature

Please enter your full name below

Jane Doe

Back **I Agree - Continue**



Verify the former employer is correct and requested information THEN select **NEXT**

Experience Verification Request Summary

Below are the forms that will be requested.

Important Notes

- "X Duplicate Request" - Our System will not send a duplicate request. Contact the former employer this request went to for completion.
- "X Unable to Send" - This employer has elected not to respond to this type of request through Verifent. Contact this former employer directly to get this form completed.

Employer Name	EV Request	Status	Cost	Remove
ASSUMPTION PARISH SCHOOL BOARD - LA Last place of employment	Classified Experience	✓ Ready to Send	FREE	Remove
ASSUMPTION PARISH SCHOOL BOARD - LA Last place of employment	Evaluation/Assessment	✓ Ready to Send	FREE	Remove
ASSUMPTION PARISH SCHOOL BOARD - LA Last place of employment	Sexual Misconduct	✓ Ready to Send	FREE	Remove
ASSUMPTION PARISH SCHOOL BOARD - LA Last place of employment	Sick Days	✓ Ready to Send	FREE	Remove

Please click once. It may take up to 30 seconds to process your request.

Back **Next**

Select-CONTINUE WITH BASIC. You do not need to pay to request your experience

DashHire Prime

Take Control. Get Verified Faster.

Upgrade your experience verification with confidence. For one flat fee, you'll get real-time verification tracking, automated reminders sent to former employers, and the ability to bundle everything into one secure send.

- EV Tracker** - Real-time status tracking: Sent, Assigned, Opened, In Progress, Completed
- Email Reminders** - 3 automated reminders sent to former employers on days 2, 4, and 6
- Multi-EV Bundling** - Combine multiple verifications and have Verifent send them to your hiring entity
- Editable Employer Info** - View and edit former employer details for active requests
- Unlimited EV Requests** - No cap on the number of experience verifications per submission

\$19.99
Continue with DashHire Prime

[Continue with basic](#)



If you need assistance with Verifent or have questions regarding how to verify your prior experience, please contact employeeverification@apsb.org or call 225-391-7115

Revised 02/24/2026