

**EMPLOYMENT DATA VERIFICATION  
[SAMPLE FORM]**

**THIS IS A TIME SENSITIVE DOCUMENT. YOUR REVIEW AND RESPONSE IS REQUIRED.**

Date:

To: [Certificated Employee Name and Address]

From: District Superintendent

Re: Confirmation of Your Employment Data

The District is compiling an updated certificated employment list, also known as the "seniority list." It is important that you review the below information and confirm that our information is current, accurate and complete. **YOUR RESPONSE IS REQUIRED ON OR BEFORE JANUARY 14, 2014**.

A review of your personnel records indicates the following information:

First Paid Date of Service in a probationary position with the District:

[ ]

Credentials held (include expiration date, if applicable):

[ ]

College/university major, minor and/or authorized subjects:

[ ]

Bilingual, bicultural or other language certificates [CLAD, BCLAD, ELL, etc.]:

[ ]

NCLB Highly Qualified [Yes or No in relation to your credential(s)]:

[ ]

Current Assignment(s):

[ ]

Prior Assignments:

[                    ]

Other:

[                    ]

Do you plan to take the CSET this year?                    YES                    NO

If yes, when? \_\_\_\_\_ Subject: \_\_\_\_\_

If you believe that any of this information is incorrect or incomplete, you must contact the Personnel Office immediately. If you have documents which establish additional or different information than that which is listed above, you should make them available to the Personnel Department immediately. Credentials cannot be considered until you register them with the Office of the County Superintendent of Schools. It is your responsibility to see that this registration is accomplished.

Important pending personnel decisions will be based on this information. Any corrections or additions, and/or supporting documents, must be submitted to the District/Personnel Office **prior to January 14, 2014**. If we do not hear from you or receive additional information from you before then, the above information will be considered accurate and will be used for the purpose of compiling the certificated employment list. **Changes to your information on the certificated employment list will not be considered or made if documents are received after January 14, 2014. The District WILL NOT accept late, but back-dated credentials.** It is your responsibility to make sure the District has all of your accurate information in advance of that date. Any future staffing and employment decisions will be made with the information available to the District as of January 14, 2014.

Please initial the appropriate box and sign below. Please return this document to the District Office/Personnel Department.

I agree that the above information provided is accurate, complete and correct and I do not have challenges to the above information. I will not be providing the District with additional information.

I disagree with the above information, and I will be providing supporting documentation in order to make changes. I understand and agree that all information and documents must be received before January 14, 2014, for consideration. I understand that if I do not submit supporting documentation in advance of January 14, 2014, the above information will be used in the District's certificated seniority list.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

Date \_\_\_\_\_