

Human Resources Office
Office: 410-588-5238
Fax: 410-588-5315

VERIFICATION REQUEST

Teaching/Professional Experience, Tenure, and Time Accrual

Dear Human Resources Officer:

I am applying for/or have been employed by the Harford County Public School System. This form must be completed to verify my dates of employment in order for HCPS to determine my salary step placement and certification, and to receive credit for my unused sick leave, if transferring from a Maryland Local Education Agency (LEA). I authorize you to release this information to Harford County Public Schools.

Please return this form to the attention of the Staff Management Department at the address noted above or fax to 410-588-5315.

To be completed by employee:

Last, First, Middle, Maiden (Please Print)

Social Security Number

Employee Signature

Date

(Local school system contact information on reverse side)

Employer: _____

Address: _____

Position(s) Held: _____

- Subjects and/or grade levels taught: _____
- Employment Dates: From _____ To _____
 - Full-time: _____ Total number of hours per work week: _____
 - Part-time: _____ Total number of hours per work week: _____
- Individual devoted the following percentage of his/her work week to this assignment: _____ %
- Individual had a satisfactory employment experience. Yes _____ No _____

MARYLAND PARALLEL EXPERIENCE ONLY

Please supply the total number of unused sick leave days accumulated after August 31, 1966:

- *Number of days:* _____
- *Hours worked per day:* _____
- *Tenured Teacher:* Yes _____ No _____

BOARD OR SCHOOL SEAL

Name (Please Print)

Title

Signature

Phone Number

Date

CONTACT INFORMATION

Please complete the top portion of this form (*reverse side*), then forward to the appropriate school district(s) for completion. For your convenience, contact information for local Maryland school districts have been listed below.

Anne Arundel County Public Schools

- Payroll Department; Fax: 443-458-0138

Baltimore County Public Schools

- Payroll Department; Fax: 410-887-7610

Baltimore City Public Schools

- Attn: Records; Fax: 410-545-0897

Carroll County Public Schools

- Human Resources; Fax: 410-751-3139

Cecil County Public Schools

- Human Resources; Fax: 410-996-1051

District of Columbia Public Schools

- Visit: <http://dcps.dc.gov/node/1007852> to complete request and attach this form.

Howard County Public Schools

- Email: Barbara Liberto; Barbara_Liberto@hcpss.org

Montgomery County Public Schools

- Email: ersc@mcpsmd.org

Prince George's County Public Schools

- Email: pgcps.hrrecords@pgcps.org