



LAMAR SCHOOL FOUNDATION

544 Lindley Road
Meridian, MS 39305

(601) 482-1345

TO: NEW PERSONNEL
FROM: HUMAN RESOURCES
SUBJECT: VERIFICATION OF TEACHING EXPERIENCE

Previous teaching experience must be verified on the *Verification of Teaching and/or Administrative Experience* form (attached). Procedures regarding verification of previous teaching experience are listed below.

It is the responsibility of the teacher/administrator to provide, on forms furnished by Lamar School, complete verification of all teaching/administrative experience earned outside of Lamar School. Experience acceptable for salary credit purposes must be earned in an accredited public or private school.

You should complete the top portion of each form with your full name, social security number, and mailing address. Mail or take the form to the school/district where you taught or were an administrator for completion of the form. You may wish to use the attached request letter to your previous school/district. Please have this form returned to Lamar School, Human Resources, 544 Lindley Road, Meridian, MS 39305.

Salary credit is calculated as follows:

- Salary credit years of experience obtained prior to being employed by Lamar School will be calculated on part time years greater than or equal to 50% of full time and full time years. Each credited part time year of experience will be considered ½ year of experience. All full and part time years will be totaled and the sum of the total number of salary credit years will be truncated to the whole year value of the sum (i.e., 5½ total years = 5 salary credit years, 8 total years = 8 salary credit years).
- Persons with more than 20 verified acceptable years will be credited with 20 years of experience; however, 2 years of credited experience will be awarded for each full year of employment at Lamar School until salary credit experience equals the actual years of experience.

Salary credit can be evaluated and granted only upon receipt of forms completed with all required information. If forms are incomplete, you will experience a delay in salary credit. Completed forms received after the beginning of the school year but within 90 days of the start date will receive retro pay. Forms received 90 days after the start date will be effective the month they are received and will **not** receive retro pay back to the start date.

Should you have any questions, please contact Mrs. Melissa Mabry, Director of Personnel, for assistance.

Thank you for your cooperation in verifying your previous experience.



LAMAR SCHOOL FOUNDATION

*544 Lindley Road
Meridian, MS 39305*

(601) 482-1345

Date _____

Name of School Lamar School, Human Resources

Address 544 Lindley Road Meridian, MS 39305

Dear Personnel:

I have applied for employment or have been employed by Lamar School and need a record of my teaching experience in your school/district so I may receive credit for salary purposes.

I have completed the top portion of the attached verification form. Would you please complete all portions of Section II of the form and sign and date it?

Please return the form to the address listed at the top of the verification form. Your cooperation is appreciated.

Sincerely,

Printed Name

Signature

Address



LAMAR SCHOOL FOUNDATION

544 Lindley Road
Meridian, MS 39305

(601) 482-1345

Verification of Teaching and/or Administrative Experience

(Please copy this form as needed.)

SECTION I. Personal Data – to be completed by applicant

(Last)	(First)	(M.I.)	(Former – If applicable)	SSN:
NAME				
(Street or PO Box)		(City)	(State)	(Zip Code)
MAILING ADDRESS				

SECTION II. Teaching/Administrative Experience – to be completed by the responsible school official. Please return complete form to Lamar School.

Verifying School/District: _____ Public School Private School
 College/Univ. Other

Accredited by the following: _____

Position and Grade Level	School Year		Mos.	Days	Full Time or Indicate % Part Time
	Start Date Mo/Day/Yr	End Date Mo/Day/Yr			

Instructions: Continuous years of full service may be reported on a single line.

I hereby certify that the above listed experience is a true and correct copy of the records on file for the employee named above.

Printed Name

Title

Signature

Date