



VERIFICATION OF PREVIOUS EXPERIENCE AS A LICENSED ADMINISTRATOR

SECTION A – To be completed by the ADMINISTRATOR

Administrator: After completing Section A, please send this form to your former District for verification of previous experience as a licensed administrator.

Administrator's Full Name:	Social Security Number:
Mailing Address (City, State, Zip Code):	Phone Number:

SECTION B – To be completed by the FORMER DISTRICT/EMPLOYER

Former District/Employer: Please provide verification of this former employee's contracted experience as an Administrator in your District/Accredited School. Each year of professional service should be listed on a separate line (please use the back of this form, if needed, for additional years). Experience must have required a valid administrative license/endorsement to qualify as one year's experience.

Name of District:			Mailing Address (City, State, Zip Code):				Phone:		Date of Verification:		
School Year	Beginning Date of Employment	Ending Date of Employment	Name of School	Is this a K-12 or Special Education Accredited School?		Position Held	Was a Valid Administrative Endorsement Required for this Position?		How Many Days were Considered a Full Contract Year?	How Many Days did this Administrator Work?	What was the Administrator's FTE Percentage? (1.0 = Full-time)
				Yes	No		Yes	No			
				Yes	No		Yes	No			
				Yes	No		Yes	No			
				Yes	No		Yes	No			
				Yes	No		Yes	No			
				Yes	No		Yes	No			
Total Years of Previous Experience as a Licensed Administrator in your District/Accredited School:							Years:		Months:		

CERTIFYING OFFICER: Please provide your name, title, and signature of verification.

Name:	Title:	Signature:
<p>Upon completion of this form, please return to:</p> <ul style="list-style-type: none"> Nicole Humpherys, Human Resource Specialist 101 West Center, Logan, UT 84321 FAX (435) 755-2311 Nicole.humpherys@loganschools.org 		
<p>For questions or assistance with this form, please contact:</p> <ul style="list-style-type: none"> Nicole Humpherys, Human Resource Specialist -- (435) 755-2300 ext. 1015 Nicole.humpherys@loganschools.org 		