



## Verification Of Service

Bering Strait School District  
 P.O. Box 225  
 Unalakleet, Alaska 99684  
 (907) 624-4309  
 Phone: 907-624-4261 • Fax: 907-624-3078  
[www.bssd.org](http://www.bssd.org)

**I. Personal Data (to be completed by teacher)**

Attention: \_\_\_\_\_

Name	Last	First	M.I.	Prior	Social Security Number	<b>Instructions</b>  This form should be completed by the responsible person in charge of records where the service is rendered. Please return the completed form to the BSSD Personnel Office at the above address. List chronologically each school year of teaching service rendered under your jurisdiction by the applicant. Return to the employee for concurrence/review. Employees should submit all verifications at one time to the BSSD Personnel Office.
Mailing Address	Street	City	State	Zip		
Name under which service was rendered (if different from above)						

**II. Teacher Experience (to be completed by responsible school official)**

School year during which service was rendered		Name of School	1 Type of School	2 Accredited		Length of School Term (Days)	3 Actual Days Served	4 Hours per day employed	Position Held	5 Teaching Certificate Required		Type of Teaching				6 Academic Standing
				Yes	No					Yes	No	Full Time	Part Time	Contract %	Sub	
Beginning Date	Ending Date															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															
July 1, _____	June 30, _____															

1. Type of School - For type of school, enter PUB for Public, PRI for Private, DEN for Denominational, IHL for Institute of Higher Learning or FGN for Foreign schools.
2. Accredited - A school will be considered accredited only if officially accredited by a state Department of Education, a territorial accrediting association, one of the regional accrediting associations (i.e., Northwest), schools operated by the United States and in foreign countries when the school has been accredited by a recognized agency of the United States.
3. Actual Days Served - Actual days served should include all paid personal or sick leave taken as work days during the school year.
4. Hours per day employed - For elementary or secondary school indicate the number of hours in a normal work day. For an Institution of Higher Learning indicate the number of credit hours taught (i.e., 3CH).
5. Teaching Certificate - A position will be considered creditable only if that position required a teaching certificate as a condition of employment (regardless of whether or not the employee already held one).
6. If an Institute of Higher Learning, please indicate if an individual has academic standing.

I certify that the above information is true and correct according to our official records.

School Mailing Address	Signature of Certifying Official	Date
City	State	Zip
Printed Name and Title		