



# SWEETWATER UNION HIGH SCHOOL DISTRICT

## HUMAN RESOURCE SERVICES DIVISION

1130 Fifth Avenue  
Chula Vista, CA 91911-2896

General Information:  
Phone: (619) 691-5530  
FAX: (619) 407-4948

### VERIFICATION OF CERTIFICATED SERVICE

School District or Institution: \_\_\_\_\_ DATE: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have been appointed to a certificated position in the Sweetwater Union High School District and would appreciate official verification of my certificated service within your school district. Please complete the bottom portion of this form and mail directly to Sweetwater Union High School District, Human Resources Department, as soon as possible. Thank you for your assistance.

I was employed in your school system from: \_\_\_\_\_ to: \_\_\_\_\_  
 month - day - year month - day - year

under the name of: \_\_\_\_\_ SS No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please print

Signature: \_\_\_\_\_

**Include regular contractual certificated service while in possession of a valid teaching credential or certificate. Service should be at least 75% of school year and 50% or more of periods taught. Substitute teaching, assistant service, or summer school employment will not be considered. Do not include leave of absence periods.**

Grade	Position Title	Length of Service				Service (please identify)	
		From mo - day - year	To mo - day - year	Contractual days in school year	Actual days worked	Full time	% Part time

I certify that according to the records on file in my office, the above named employee held a valid teaching credential or service credential while employed in our school district, and employment took place in a school licensed by the State or accredited by a National association for private schools.

\_\_\_\_\_  
 Signature and title of authorized official Telephone Number School District State

*"The Sweetwater Union High School District will fulfill the promise of 100% student success"*

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410