

**Cache County School District**  
**84 East 2400 North**  
**North Logan, Utah 84341**  
**(435) 752-3925 Fax (435) 792-7680**

Date: \_\_\_\_\_

To Whom It May Concern:

I have been employed as a teacher/administrator in the Cache County School District effective \_\_\_\_\_ . In order to substantiate my previous experience for salary purposes, please verify my dates of employment below. Your promptness in returning this form will be appreciated. My salary placement is pending receipt of this information. I hereby authorize \_\_\_\_\_ school district to release this information to the Cache County School District. Please return this form to:

Kirk G. McRae, Director of Human Resources, at the above address or fax number. You may also email to Carrie Godfrey at [carrie.godfrey@ccsdut.org](mailto:carrie.godfrey@ccsdut.org).

Sincerely,

\_\_\_\_\_  
Teacher/Administrator

Name (printed) \_\_\_\_\_  
 (first)       (middle)       (last)       (maiden, if applicable)

Service Dates	School	Full Time	Part Time*	# of Days Taught	Position Title	Grade or Subject

\*For part-time employment, please indicate percentage of time.

If there was an extended leave of absence granted during the employment, please indicate nature of leave and exact dates:

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_