This form should only be completed by **FORMER** SCS employees. Current SCS employees should complete our online form by clicking [HERE](https://forms.office.com/Pages/ResponsePage.aspx?id=lBwpK7Bet0SJ6kuvFuzEqY9WxF1OMytOlUDtPsQIWldUNTBMRFBOQkpRN0pHRUo1NzNQQ1QwQloyUC4u).

In order to ensure accuracy, please complete and submit this form along with the form(s) you need completed. All requests should be sent via email to [EmployeeConnect@scsk12.org](mailto:EmployeeConnect@scsk12.org). Please allow up to six (6) business days to process. Completed forms will be returned to the email address indicated below.

All standard and/or salary verifications for employees who were employed prior to 2006, are processed by the [www.theworknumber.com](http://www.theworknumber.com). The SCS Employer Code is **15934**. Our brochure for The Work Number is available on the HR website. If you were employed prior to 2006, you will need to select Standard Verification of Employment below. Please understand that due to the significant number of current and former employees, we cannot process a Standard Verification of Employment request unless you were employed prior to 2006. No exceptions will be made.

**Employee ID or last 4 of your SSN:**       **Your Name:**

**Email Address:**       **Telephone #:**

Please select the type of verification needed:

Standard Verification of Employment (for former employees employed prior to 2006)

Teacher Experience Verification (please supply the form)

Initial Here: