



Teacher Experience

Service Records

Message to New Teachers – Teacher Initiated Process

Requesting your Teacher Experience Verification(s) (Service Records) is easier than ever before.

Step 1: Visit Verifent

Visit www.Verifent.com. Click the 'Let's Get Started Now' button in the upper-right hand corner and select 'Employees'. On the next screen, scroll down and select the 'Initiate Service Record' button.

Step 2: Enter Information

- A. Enter your Hiring District.
- B. Enter your information.
- C. Enter the Former District(s) that you need a service record from. If your Former District does not drop down as you type under 'Former School District Lookup', click on 'Enter New District' and enter the information requested.
Note: Multiple Former Districts can be selected

Step 3: Submit Request(s)

Once you've entered all your Former Districts, press 'Submit Teacher Experience Verification(s)'. You will be notified of the progress of your requests through email. If you have any questions, please contact our Support Team at support@verifent.com.

Questions?
info@Verifent.com