

1. **School Year** -- Corresponds to the scholastic school year (e.g., 1997-98, etc.) employment is claimed. No more than one year of experience can be shown on one line.
2. **State or Country** -- Enter state or territory of USA. Enter name of foreign nation if applicable.
3. **County or Equivalent** -- Enter county or parish in USA. For Department of Defense Dependents' Schools (DODDS) enter the names of subterritories of foreign nations. DODDS Service records must be completed by an official from the National Archives and Records Administration (NARA) in St. Louis, MO. (A blank service record must be sent to: NARA,CPR 111 Winnebago Street, St. Louis, MO 63118-4199).
4. **School District or Institution** -- Enter name of public school district or institution and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes. (e.g. Public or Private).
5. **Position Held** -- Enter position held (e.g., teacher, substitute, bus driver, etc.)
6. **Years of Experience** -- Enter the number of year(s) of actual experience as of September 1 of the school year indicated in column 1. (Do not include the additional year(s) for career ladder, career and technology education work experience, or qualified teacher aide experience. Career and technology education work experience or qualified teacher aide experience must be recorded as a footnote on the service record).
7. **% of Day Employed** -- Enter percentage of the school day employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc.
8. **No. of Days Employed** -- Enter the number of days employed during the contractual year (July 1 thru June 30). The days entered must not include the number of days a person was docked a full day's pay.
9. **Dates of Service** -- Enter the actual beginning and ending dates of employment during the contractual year (July 1 thru June 30).
10. **State Leave Programs:**
 - (a) **State Sick Leave Program** -- Enter state sick leave information in this row – not required for private schools, colleges, and out-of-state schools.
 - (b) **State Personal Leave Program** -- Enter state personal leave information in this row (Required for Charter schools if state days are offered) – not required for private schools, colleges, and out-of-state schools. (Note: This program was initiated in the 1995-96 school year).
11. **Authorize** **ays O** **at % Authm p D** **(Se D \$ O \$ O**