

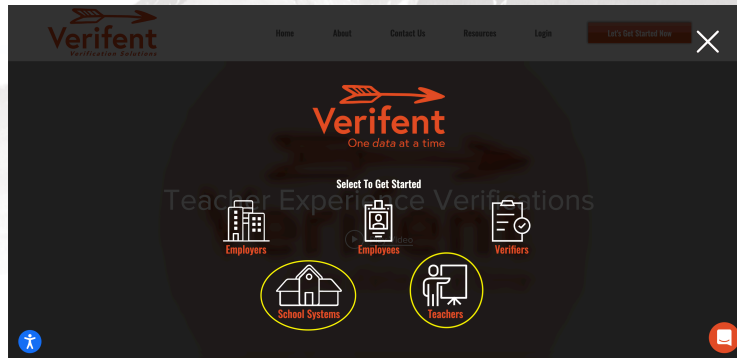


# Teacher Experience Verifications (TEV)

## Service Records

### Messaging to Teachers

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



### Step 1: Ensure your Hiring District has an Account with Verifent

Your Hiring School District **must** have a Hiring District (Verifier) account with **Verifent**. If they don't currently have an account, they must register under the School Systems page (the yellow circle on the left) at <https://www.verifent.com/school-systems> before you can make your Service Record request. There is no cost for your Hiring District to create an account.

### Step 2: Visit Verifent

Visit **Verifent** at <https://app.verifent.com/TEV/Requestor> (the yellow circle on the right) to make your Service Records request. Make sure you have the below information:

- Name of your Hiring School District
- Name of your Former School District(s) – Where you have previously worked
- Contact Name, Phone, and email for the HR contact at your Former School District(s)

### Step 3: Enter Information

- a. Enter your Hiring District. If your Hiring District does not drop down as you type, they have not registered. (See Step 1 above.)
- b. Enter your information.
- c. If requested, upload a blank Service Record form. If not, skip to 'd' below.

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)



# Teacher Experience Verifications (TEV)

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### Step 3: Enter Information (Contd.)

- d. Enter the Former District(s) that you need a Service Record(s) from. If your Former District does not drop down as you type under 'Former School District Lookup' (Picture 1 below) click on 'Enter New District' (Picture 2 below) and enter the information requested.

The screenshot shows the 'Choose School District' modal with the 'Former School District Lookup' tab selected. The input field contains the text 'for' and a dropdown menu is open, displaying 'Former Louisiana School District'. The 'Enter New District' tab is also visible. The background shows the main form with 'Step 3: Former School District(s)' and a 'SUBMIT TEACHER EXPERIENCE VERIFICATION(S)' button.

The screenshot shows the 'Choose School District' modal with the 'Enter New District' tab selected. The form fields for 'District Name', 'Contact Email', and 'Contact Phone' are visible, along with an 'Add New District' button. The background shows the main form with 'Step 3: Former School District(s)' and a 'SUBMIT TEACHER EXPERIENCE VERIFICATION(S)' button.

### Step 4: Submit Request(s)

- a. 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](mailto:support@verifent.com).

\*Verifent is a no charge service for teachers, employees, and school districts to request and complete Teacher Experience Verifications. Verifent is also a no cost platform for school districts to respond to verifications of employment and income. If you'd like to speak to someone at Verifent about our verification of employment and income service, please contact Verifent at [info@verifent.com](mailto:info@verifent.com).

Questions?  
[info@Verifent.com](mailto:info@Verifent.com)