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**Notice to teachers joining the staff of Red Deer Public Schools:**

Since your salary will be based on your previous teaching experience, it is necessary for you to send a copy of this form to each school board you have taught for and ask them to verify your teaching experience.

**Important:** The current ATA Collective Agreement states: **Clause 6.1:** "Previous experience under continuing, probationary or temporary contract in public schools, separate schools, approved private schools, government approved Early Childhood Services Programs, colleges and universities, and substitute teaching with the Red Deer Public School District No. 104, will be recognized for salary purposes. Proof of this experience shall be provided by the teacher."

**Certification of Teaching Experience**

This certifies that \_\_\_\_\_ taught in the \_\_\_\_\_  
 Name of School Division/District/County

Start YY/MM/DD	End YY/MM/DD	Number of Years	Number of Days	Full-time Equivalency	Total Number of Days
Example: 09/08/27	10/06/30	One (1)	197	0.45	88.65 days

Dated at

\_\_\_\_\_ Municipality

\_\_\_\_\_ Superintendent of Schools (or Designate)

\_\_\_\_\_ Date

\_\_\_\_\_ Name and Title (please print)

\_\_\_\_\_ Address of School Division/District/County

\_\_\_\_\_ Phone

\_\_\_\_\_ Fax

**Thank you for your prompt attention to this matter.**