



20550 SOUTH CICERO AVENUE  
MATTESON, IL 60443  
TEL: 708/679-5800  
FAX: 708/679-5740  
WWW.RICH227.ORG

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
From: \_\_\_\_\_

I have been employed by Rich Township High School District 227. Placement on the salary schedule requires that I verify previous experience.

I would appreciate your assistance in verifying my experience in your district.

\_\_\_\_\_  
Teacher Signature Authorizing Release

Dates of Employment	School/Organization	Subject Area Taught	Part Time/Full Time

Thank you for your assistance.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Notary: \_\_\_\_\_ Notarized Date: \_\_\_\_\_

Notary Stamp

Please Return To:  
Lora Sheehy  
Executive Assistant to Human Resources  
20550 Cicero Ave  
Matteson, IL 60443