Wisconsin Department of Public Instruction
EMPLOYMENT VERIFICATION
PI-1613 (Rev. 12-07)

INSTRUCTIONS TO EMPLOYER: Complete and return to:
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

EDUCATOR LICENSING
P.O. BOX 7841
MADISON, WI 53707-7841

Phone Number: (800) 266-1027
FAX Number: (608) 264-9558
Website: http://dpi.wi.gov/tepdl

This form is available at http://dpi.wi.gov/tepdl/applications.html

To the Applicant:
Please complete Sections I & II of this form (print or type) and forward it to your employer (District Administrator or Personnel Director) for verification in Section III. In Section II, list new positions/assignments within the district on individual lines.

I. APPLICANT INFORMATION

Name Last, First, Middle, Other	Social Security Number*

Name of Employing School District / Agency	Location of Employment

II. EMPLOYMENT HISTORY

Dates (MM/YY)		Position Detail			
			If Teacher		
From	To	Position Held	Type of Teacher	Grades Taught	Subjects Taught
		☐ Teacher ☐ Counselor ☐ Principal ☐ Aide ☐ Other Position *Specify*	☐ Regular ☐ Substitute		
		☐ Teacher ☐ Counselor ☐ Principal ☐ Aide ☐ Other Position *Specify*	☐ Regular ☐ Substitute		
		☐ Teacher ☐ Counselor ☐ Principal ☐ Aide ☐ Other Position *Specify*	☐ Regular ☐ Substitute		
		☐ Teacher ☐ Counselor ☐ Principal ☐ Aide ☐ Other Position *Specify*	☐ Regular ☐ Substitute		
		☐ Teacher ☐ Counselor ☐ Principal ☐ Aide ☐ Other Position *Specify*	☐ Regular ☐ Substitute		

III. VERIFICATION BY EMPLOYER

TO THE BEST OF MY KNOWLEDGE, all information presented on this form is accurate and the above mentioned educational employment was successful.

Exceptions, Limitations or Other Comments

Name of School District or Employer

Street City, State, Zip Code

Signature of Employer ➢	Date Signed
Title	Employer Telephone *Area Code/No.*

EMPLOYER: Please return this form to DPI–Educator Licensing, P.O. Box 7841, Madison, WI 53707-7841 or fax to (608) 264-9558.

* Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.