



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT

1641 Poland Avenue, New Orleans, LA 70117
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CREDIT FOR PRIOR YEARS OF SERVICE

RSD Policies and Procedures

INSTRUCTIONS FOR CREDITING PRIOR YEARS OF SERVICE

1. Pick up *Prior School System Experience Verification* forms from personnel in the Human Resources Department as soon as possible.
2. Request that each previous school system from which you are crediting service complete an entire *Prior School System Experience Verification* form. This form must be completed by personnel in the Human Resources Department and not a previous school principal.
3. Follow up with school districts and RSD to ensure that your forms were received and credited

PRIOR YEARS OF SERVICE POLICIES

It is the responsibility of the employee to submit prior service credits on the required form. It is also the employee's responsibility to follow-up regarding submission of completed forms; RSD personnel will not call and verify service for employees or follow up regarding submissions.

You will receive credit according to the following guidelines:

- Full credit for **years of satisfactory teaching service** previously rendered in another **parish or city school system** (La. R.S. 17:424)
- Full credit for year and months of satisfactory teaching services by a **Louisiana certified teacher** previously rendered in the United States armed forces institute school system of the **state of Louisiana** (La. R.S. 17:424.1)
- Full credit for years of satisfactory teaching services by a **Louisiana certified teacher** previously rendered in a private or secondary school approved by the State Department of Education (La. R.S. 17:241.2)
- Full credit for years of satisfactory teaching services by a teacher holding a **valid Louisiana teaching certificate** who has transferred to Louisiana from the **public school system of another state** who at time of such transfer **held a valid teacher's certification from the state from where transferring.** (La. R.S. 17:241.3)
- RSD will not give credit for less than six (6) months of service. We will combine months to equal six or more months of service.
- Once verification is documented, pay adjustment will be retroactive from the date of hire. It is at the discretion of the RSD to deny service credit in cases where the credits are not received prior to last month of academic year when hiring occurred

All service credit is subject to approval by the Recovery School District.

“Rebuilding New Orleans Through Education”