



Verification of Employment and Service Records

Douglas County School District requires all current and former employees to authorize the release of employment records through our automated system. Multiple requests for Verification of Employment (as many as required) may be made through the link located on the DCSD Human Resources web page at:

Current Employees: [Employee VOE Request](#)

Former Employees: [Former Employee VOE Request](#)

To request a **manual** Verification of Employment please send an email to verifications@dcsdk12.org and you will be sent instructions on how to submit the request and make the required payment of \$28. Payment can be made by following this link [DCSD Manual VOE Payment Center](#).

Lenders should contact the employee to submit their verification request by following the previous instructions. Please provide our employee with a company contact name, email address, phone number and physical address as our automated system will send the Verification of Employment directly to the address provided by the lender and all items on the form with an asterisk are required.

Please note: Verifications of Employment for current Classified or Certified substitutes or coaches, scan and email a written request along with a signed employee release to verifications@dcsdk12.org. These verifications must be done manually so please follow the directions and link above to make payment.

Douglas County School District does not authorize verbal verifications. We will provide a verbal re-verification, to the original lender, for previously provided information. This service will be available for up to 90 days after the original verification. Please allow 3 to 5 business days to process your request.