



DETROIT PUBLIC SCHOOLS

Division of Human Resources HRIS/Administrative Services & Consulting

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New Process for all Employment Verifications

The Division of Human Resources, Department of Certification and Records, frequently receives requests from outside organizations for employment verification. Any requests for salary information will only be given if an internal release form is signed, dated and returned to the Department of Certification and Records. Human Resources will not release home addresses, home telephone numbers or social security numbers. Employee I.D. number and social security number is required for processing. Employers must provide the information required by the Department of Records and Certifications on a timely basis and in accordance with all procedures.

All requests for employment verifications must be submitted through the Department of Certification and Records e-mail account at **dps.employmentverification@detroitk12.org**. Requests **must** be accompanied by a signed authorization from the current or former employee.

Requests will be processed on **Monday, Tuesday and Wednesday Only between the hours of 9:00 a.m. – 2:00 p.m.** All responses will be provided within 72 hours. Verbal verifications are **not** permitted.

The Division of Human Resources, Department of Certification and Records developed the employment verification process and procedures consistent with District policy and applicable employment laws.