



Clayton County Public Schools
1058 Fifth Avenue
Jonesboro, GA 30236
Business Services/Payroll Department

List of Services/ Schedule of Fees

System generated Verification of Employment form	FREE
Pay check statement copies	.50 cents per page, minimum charge \$2.00
W-2 copies	\$2.00 per W-2
Individual letter drafted on CCPS letterhead	\$5 for first letter, \$10 each additional letter requested
Verification of employment and wages Individual form, not CCPS free format	\$5 for first form, \$10 each additional form completed