



Employee Records Request Form

Name: _____

Employee ID or SSN: _____

Please Select One of the Following:

I am a current employee.

I have resigned or am no longer an active employee at Waco ISD.

Please Also Select One of the Following:

Please mail my requested documents to the address listed below.

Please email my requested documents to the following email address: _____

I wish to pick up my documents in person.

Documents being requested:

Texas Teaching Certificate

Texas Service Records

Copies of Transcripts

Other: _____

***Active employees who request credentials from their personnel files will only receive copies and should expect to receive them within 5 to 10 business days from the date requested.

***Employees resigning during the current contract year should expect their documents to be mailed within 5 to 10 business days after their last paycheck from Waco ISD.

***Employees resigning from Waco ISD at the end of their current contract year should expect their documents to be mailed to another district no earlier than July 15th when requested before July 5th. Documents requested after July 5th will be emailed within 10 business days after July 15th.

If documents are to be mailed, whether to your home address or another district, you must complete this portion of the form, providing a complete mailing address.

Name of School District: _____

Contact Name: _____

Address: _____

City, State, Zip Code: _____

Signature _____

Date _____