



## 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 15<sup>th</sup>** when requested before **July 5<sup>th</sup>**. Documents requested after **July 5<sup>th</sup>** will be emailed within **10** business days after **July 15<sup>th</sup>**.

**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: \_\_\_\_\_