

## Service Record Request

This form may not save/email from device. Use desktop computer if completing form electronically.  
If filling out electronically, type name for signature. If filling out manually, print, fill out, and sign.

**Email as attachment to Erica Buffington at [Buffingtoner@friscoisd.org](mailto:Buffingtoner@friscoisd.org)**

**By submitting this form, you acknowledge that processing time may extend beyond 30 days if you have elected to include the current school year on your report.**  
(See notes under the "Request" selections.)

Name:	
Other Name(s):	

*(If applicable, i.e. maiden or former last name you may have used during FISD years.)*

Phone #:		Employee #	or	Last 4 of SSN#
Email address:				
Last FISD location:		Last Position:		

FISD Position(s) held:	Check as many as apply
<input type="checkbox"/> Aide <input type="checkbox"/> Auxiliary <input type="checkbox"/> Paraprofessional <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher/Professional <i>(extra time needed)</i>	

<u>Request:</u>	<p>Please send me an original FISD Service Record:</p> <p><input type="checkbox"/> <b>I need the current school year to appear on my service record.</b>  <u>End of School Year Requests:</u> The school year financial close occurs the last week in July. FISD will process this request after that time for the current year to be included. I understand this may take more than 30 days, and I hereby waive the 30-day state fulfillment requirement.  <u>Partial-Year-Worked Requests:</u> Current school year is available on record a few weeks after the final paycheck is received.</p> <p><input type="checkbox"/> <b>I DO NOT need the current school year on my service record.</b>          FISD will expedite your request without waiting for payroll to close out the current school year.</p>
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<u>Delivery:</u>	<p><input type="checkbox"/> I will pick up at the FISD Human Resources Department You will be notified when your record is ready.</p> <p><input type="checkbox"/> Please send via regular mail or email to the following address:</p>
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<b>Include Previous Service Records:</b>	<i>List below the prior district records that we would have on file for you.</i>
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Signature:		Date:	
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By checking this box I acknowledge my understanding that my electronic signature has the same legal effect as a written signature.

<b>Other Requests or Comments:</b>	
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**FISD is a paperless district.** All original documents have been scanned and returned to the employee. If you need an original college transcript, please contact your university. Go to [www.tea.texas.gov](http://www.tea.texas.gov) to download your personal virtual Texas Teaching certificate. If you have lost your original service record(s) from a district other than FISD, please contact that former district for a new original service record.

**How quickly can I expect my service record(s) to be sent?** Per TEA, the district has up to 30 days from the date the request is received or 30 days from the last day of employment of the request (whichever is later), to provide a service record. During our peak season (May-August) your request may take the full 30 days (or longer if you require the current school year to be included on your record). See "Request" section details above.

**Save completed form and attach to an email. Email to Erica Buffington at [Buffingtoner@friscoisd.org](mailto:Buffingtoner@friscoisd.org)**

FISD Human Resources Use Only			
Mailed by:		Date:	
Picked up by:			