

AUSTIN INDEPENDENT SCHOOL DISTRICT

REQUEST FORM FOR SERVICE RECORD, TRANSCRIPT, TEACHING CERTIFICATE, APPRAISAL

Printed Name of Person

Making Request: _____

AISD Employee Identification Number: E ____ _

or SSN: _____

Position: _____ Work Location in Austin ISD: _____

Phone Numbers: Home: _____ Office: _____

Have you already resigned from Austin ISD? (Check one.) YES NO

If "YES" what was your last date of employment? _____

**I am requesting a copy of the following document(s) from my AISD personnel file:
(Check all that apply.)**

Service Record _____ Transcript _____ Teaching Certificate _____ Appraisal(s) _____
(3 yrs will be given, if applicable)

SELECT ONE OPTION BELOW:

I will come to the Office of Human Resources to pick up the documents. Please allow 4 weeks for processing. **Professional employees** please call (512) 414-1721 **BEFORE PICKUP** to ensure the requested documents are ready. **Classified employees** please call (512) 414-1714.

OR ...

I request that the documents be mailed to the following location:

Name/Organization: _____

Address: _____

City/State/Zip: _____

Employee Signature

Date

Instructions - Send completed form to the following:

Professional Employees:

FAX: 499-0270 or 414-0004
or mail to:

Austin ISD
Professional Human Resources, A260
1111 W. 6th Street
Austin, TX 78703

Classified Employees:

FAX: 414-5899
or mail to:

Austin ISD
Classified Human Resources, A-210
1111 W. 6th Street
Austin, TX 78703