

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. Allow 2-4 weeks for processing during the summer months. **CALL (512) 414-1721 BEFORE PICKUP** to ensure the requested documents are ready.

OR ...

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

Name/Organization: _____

Street Address: _____

PO Box: _____

City/State/Zip: _____

Employee Signature

Date

Instructions: FAX this completed document to the Office of Human Resources at 499-0270, or
Mail this document to:

Austin ISD
Office of Human Resources
1111 W 6th St
Austin, TX 78703
ATTN: Personnel Records