



# Request for Copies or Original Credentials

Name: \_\_\_\_\_ Campus/Dept.: \_\_\_\_\_

Email: \_\_\_\_\_ Contact #: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Job Title while at LPISD: \_\_\_\_\_

\_\_\_\_ I have resigned from La Porte ISD and wish my documents to be mailed to the address shown on the bottom of this form.

\_\_\_\_ I have resigned from La Porte ISD and wish to come to Human Resources to pick up my documents.

\_\_\_\_ I am not resigning, but am requesting Xerox copies of the following documents from my personnel file.

\_\_\_\_\_ Service Records

\_\_\_\_\_ Texas Teaching Certificate (if applicable)

\_\_\_\_\_ Transcripts or Para Educator Certificate (if applicable)

Employees resigning from La Porte ISD at the end of the current contract year should expect documents to be mailed to another district **no earlier than the end of July**, providing the employee has resigned by the last day of the current school year. Original Service Records and Original College Transcripts can only be released after Employee's resignation has been accepted by the Superintendent or Superintendent's Designee.

**NOTE: Once released, you are responsible for these original documents. These are the only originals and are required upon employment with another district and should be treated as very important documents.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MAIL DOCUMENTS TO:

District Name: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Mailed: \_\_\_\_\_ Sent By: \_\_\_\_\_

NOTES: \_\_\_\_\_