



## Stafford Municipal School District Service Record Request Form

TO: New Personnel

FROM: Talent Acquisition and Human Resources (TA/HR)

SUBJECT: **Verification of Teaching Experience**

Welcome to Stafford Municipal School District. We are so glad you decided to join our team. Please note it is the responsibility of the employee to provide verification of all full-time teaching experience earned outside of Stafford Municipal School District. Experience acceptable for salary credit purposes must be earned in a public or private school that was accredited by an accrediting association recognized by the Texas Education Agency. You must have been fully certified and served in a contracted position for the required number days as recognized by TEA for experience to be acceptable for salary credit. The attached form letter is to be used to request your prior Texas Teacher Service Record and College Transcripts. Please complete the letter and mail it to the Human Resources Office of the school district where you last taught. Please have this form returned to you. Once you receive it, verify that everything is correct. If you feel that it is not correct, contact the district but do not make any changes to this record as it will invalidate the document. You will need to sign it before we can accept it. Once completed, return all original forms to TA/HR.



## Stafford Municipal School District Service Record Request Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Previous Texas School District:

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

IN REFERENCE TO:

Teacher's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

To Whom It May Concern:

I have been employed by Stafford Municipal School District for the current school year. I was employed with your district from \_\_\_\_\_ to \_\_\_\_\_.

Please send the following items to my home address as listed below:

**Original Transcripts**

**Original Service Records**

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

# Verification of Accreditation for Salary Increment Purposes



Educator Information		
Last Name	First Name	Initial
TEA ID Number		
Employment Information		
One of our employees has indicated previous employment with your institution. The information requested is needed to determine whether the experience may be claimed for salary increment purposes. To assist us in our evaluation, the following information is requested.		
Previous Employment From	Previous Employment To	
Institution Information		
Name of Institution		
1. Was this institution during the school years indicated above <b>operated</b> by or under the jurisdiction of a governmental unit in the state in which this institution is located?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide the name of the governmental unit		
2. Was this institution, during the school years indicated above, <b>accredited</b> by a United States accrediting agency recognized by the U.S. Department of Education or by the state or national government in which this school is located?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide the name of the accrediting agency and/or governmental unit		
3. Is this a public or private school?		Public <input type="checkbox"/> Private <input type="checkbox"/>
3. If the school is operated on the British system please indicate government or public school.		Government <input type="checkbox"/> Public <input type="checkbox"/>
Signature of authorized official		Title and Name of Authorized Official (print)

### Stamp/Seal

The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools the country's Department of Education is the organization official stamp

# Teacher Reserved Service Record



All Service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.

Instruction for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

Last Name	First Name	Initial	TEA Id Number/Unique District Id for Non-certified
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Signature of Teacher

1. School Year	2. State or Country	3. County or Equivalent	4. School District or Institution	5. Indicate if public or private (for British system public or government)	6. Position Held	7. Years of Exper.	8. % of day Emp	9. No. of days Emp.	10. Indicate if a full semester, if it is less than 90 days	11. Dates of Service From	12. Dates of Service To	13. Authorized Signature, Title & Organization Official Stamp

# Teacher Reserved Service Record



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State Sick Leave Program	Prior Year Balance	Year Service was Earned	Earned	Used	End of Year Balance	State Personal Leave Program	Prior Year Balance	Year Service was Earned	Earned	Used	End of Year Balance
Row 1						Row 1					
Row 2						Row 2					
Row 3						Row 3					
Row 4						Row 4					
Row 5						Row 5					
Row 6						Row 6					
Row 7						Row 7					
Row 8						Row 8					

Service Notes:

# Teacher Reserved Service Record



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Instruction for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

## Instructions for completing the Teacher Service record

- 1. School Year** Corresponds to the scholastic school year (e.g., 1997-98) employment is claimed. No more than one year of experience can be shown on one line.
- 2. State/Country** Enter state or territory of the USA Enter name of foreign nation if applicable
- 3. County/Equivalent** Enter county or parish in USA. Department of Defense Education Activity (DoDEA), enter the names of sub-territories of foreign nations. DoDEA service must be completed by the National Archives and Records Administrations (NARA). Send a blank service record to: National Personnel Records Center, Civilian Personnel Records, 1411 Boulder Blvd, Valmeyer IL 62295.
- 4. School District or Institution** Enter name of public school district or institution and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes
- 5. Public or Private** Enter either Public or Private, for the British System enter either Government or Public
- 6. Position Held** Enter position held (e.g., teacher, librarian, substitute, bus driver, aide, etc.)
- 7. Years of Experience** Enter the number of year(s) of actual experience as of September 1, of the school year indicated in column 1. (Do not include the additional year(s) for career ladder, career and technology education work experience, or qualified teacher aide experience. This experience must be recorded as a footnote on the service record).
- 8. % of Day Employed** Enter percentage of the school day the employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc
- 9. No. of Days Employed** Enter the number of days employed during the contractual year (July 1 through June 30). The days entered must not include the number of days a person was docked a full day's pay.
- 10. Indicate if a full semester, if it is less than 90 days** Enter full semester if it was a full semester that was less than 90 days.

# Teacher Reserved Service Record



All Service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.

Instruction for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

## Instructions for completing the Teacher Service Record, continued

- 11. Date of Service From** Enter the actual beginning date of employment during the contractual year (July 1 thru June 30).
- 12. Date of Service To** Enter the actual ending date of employment during the contractual year (July 1 thru June 30).
- 13. Authorized Signature, Title, and Organization Official Stamp** The record must be verified by either signing each line of the record separately (in ink) or by drawing a diagonal line and placing the signature diagonally across from the experience. An authorized official of the school system must sign the record. A rubber stamp signature may be used, in lieu of the original signature, provided the name of the person appearing on the stamp is the same designated by the school district to sign the service record. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution. In the case of public schools, the board of trustees is the governing body. The organization's official stamp must be included on the service record if service from overseas is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp. If service is reported from the US, official stamp may be included depending on availability.

## State Sick Leave and State Personal Leave

- 1. State Sick Leave** Enter state sick leave information in this table, not required for private schools, colleges and out-of-state schools.
- 2. State Personal Leave** Enter state personal leave information in this table (Required for Charter schools if state days are offered) - not required for private schools, colleges, and out-of-state schools. (Note: This program was initiated in the 1995-96 school year).

## Service notes:

If earning service for a skill-based certificate added by exam, record the first date the educator worked 50% of day in the appropriate assignment. Valid Educational Aide experience and any other unique information regarding service should also be included.

- Note:**
- All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.
  - Service records and any supporting documents must be completed in ink (the document may be completed electronically and printed).
  - White out may not be used, any white out used on any document submitted will nullify the document.