



# Tomball Independent School District

*Not just a district, a destination.*

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## **FOR PUBLIC OUT-OF-COUNTRY SERVICE**

Regarding out of the country teaching experience, to have these years considered for salary credit it is necessary to fulfill requirements established by the Texas Education Agency (TEA).

Attached are the procedures for verifying years of service for employers outside the United States according to the TEA guidelines. You may also want to review the Commissioner's Rules on Creditable Years of Service located on the TEA website [www.tea.state.tx.us](http://www.tea.state.tx.us). Please note that the Organization's official stamp or seal must be affixed to the service record.

Included in this packet is the Professional Service Record form. All service must be shown on this form, with columns 1-10 filled out, with one year of service per line. In addition to this form, it is necessary to meet the additional requirements as established by the TEA ( as shown in the attached procedures for verifying years of service mentioned above).

It is the responsibility of the teacher to provide verification of full-time teaching experience on these forms. Experience acceptable for salary credit purposed must be earned in a public or private school that is accredited by an accrediting association recognized by the Texas Education Agency. Service Records received from out of the country will be subject to the TEA for further certification. You must have been fully certified and served in a contracted position for a minimum number of full time days as established by the TEA for the experience to be acceptable for salary consideration.

Please follow these steps:

1. Complete the Service Record Request form showing your full name and social security number.
2. Send the Service Record Request, Verification of Accreditation Status, and Professional Service Record Forms to the Human Resources Department of each school district(s) where you previously worked.
3. Have your previous school district(s) send your service record directly to our department at [htspecialist@tomballisd.net](mailto:htspecialist@tomballisd.net).

### **If the previous employer is a statutorily recognized accredited institution:**

If all forms are completed correctly and the previous employer was a public school, college or university or private school, college or university accredited by a recognized accrediting agency listed in subsection (a)(15) of the Commissioner's Rules on Creditable Years of Service, there is no need to contact the Department of Education or the Higher Education Authority of that country. The records will be analyzed, and a decision will be made by the TEA.



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### **If the previous employer is not a statutorily recognized accredited institution:**

If all forms are completed correctly and the former employer was a private school, college or university, and the Verification of Accreditations Status states that the school was accredited by the Department of Education or the Higher Education authority of that country, the following additional steps must be taken:

The teacher/requestor must contact the Department of Education or the Higher Education Authority of that country to request a letter, on Department of Education or Higher Education Authority letterhead stating the following:

1. The name of the school, college, or university
2. Location of the school, college, or university
3. Public or private status
4. The institution's accreditation status with the Department of Education or the Higher Education Authority of that country
5. The years of accreditations (from/to)
6. Official signature with the name and title of the public official signing the letter
7. The official stamp of the Department of Education or the Higher Education Authority
8. Contact information of the public official for future communication to include a phone number, fax number and email address.
9. A copy of the rules, regulations and standards concerning the accreditation procedures between the Department of Education or the Higher Education Authority and the private schools or colleges and universities of that country. The rules, regulations and standards must be provided in the official language of the foreign country and an official English translation.

Please note:

- a) The Texas Education Agency (TEA) only recognizes the accreditation status of a foreign school granted by that country's Department of Education or the Higher Education Authority and not by a third party organization merely recognized by the Department of Education or the Higher Education Authority.
- b) The accreditation process must be a function conducted by the Department of Education or the Higher Education Authority of the foreign country.
- c) TEA will not accept the process through which the school has been recognized, licensed, affiliated, approved, incorporated, nor given a permit to operate. Please refer to the Commissioner's Rules on Creditable Years of Service, 19 TAC subsection 153.1021 (h) (13) (E).
- d) It is the responsibility of the school district to maintain a copy of the applicant's entire service record.
- e) It is the responsibility of the foreign country to provide relevant, credible, and accurate information before any credit is given.

*For additional questions or concerns, please contact the Texas Education Agency.*



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**SERVICE RECORD REQUEST**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Previous Out-of-Country School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Re:

\_\_\_\_\_  
Name

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

To Whom It May Concern:

I have been employed by Tomball Independent School District for the current school year. My dates of employment with your district were \_\_\_\_\_ .

Please send the following items to Tomball ISD via email to: [htspecialists@tomballisd.net](mailto:htspecialists@tomballisd.net).

1. Original Service Records
2. Original Transcripts

Thank you,

\_\_\_\_\_  
Signature

# 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"/>
4. 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

# Professional Service Record



All Service claimed for salary increment purposes must be documented on this form, instructions are included on the following page.

Last Name			First Name				Initial			
1	2	3	4	5	6	7	8	9		10
School Year	State or Country	County	School District (Indicate if public or private)	Position held	Years of Exper.	% of day Emp	No. of days Emp.	<u>Dates of Service</u> From      To		Authorized Signature, Title & Organization Official Stamp

# Professional Service Record



All Service claimed for salary increment purposes must be documented on this form, instructions are included on the following page.

## Instructions for completing the Teacher Service record.

- 1. School Year.** Corresponds to the scholastic school year 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.
- 4. School District.** 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. Enter either Public or Private, for the British System enter either Government or Public
- 5. Position Held.** Enter position held (e.g., teacher, librarian, substitute, bus driver, aide, etc.)
- 6. Years of Experience.** Enter the number of year(s) of actual experience 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).
- 7. % 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.
- 8. 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.
- 9. Date of Service To and From** Enter the actual beginning date and ending date of employment during the contractual year (July 1 thru June 30).
- 10. 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.