CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
LEARN • EMPOWER • ACHIEVE • DREAM

HUMAN RESOURCES
KATY CORBETT, HR DIRECTOR

FOR TEXAS PUBLIC SCHOOL SERVICE

TO: NEW PERSONNEL

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: **OUT-OF-COUNTRY SERVICE**

Regarding out of the country teaching experience, in order 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 in the TEA website www.tea.state.tx.us Please note that the Organization's Official Stamp or Seal must be affixed to the service record.

It is the responsibility of the teacher to provide verification of full-time teaching experience on these forms. Experience acceptable for salary credit purposes 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 teacher 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.

Your prior district(s) will need to email them directly to HRProfessional@cfisd.net (to be considered an official service record, it must come directly from one district to another, and may not be forwarded from the employee).

Should you have any questions, please contact the Human Resources Office at (281) 897-4083.

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HUMAN RESOURCES
KATY CORBETT, HR DIRECTOR

Date

Previous Texas School District

Address

City, State, Zip Code

Re: _____
Teacher's Name

_____
Last 4 Digits of Social Security Number

To Whom it May Concern:

I have been employed by Cypress-Fairbanks Independent School District for the current school year. My employment years with your district were: _____.

Please email the following items direclty to HRProfessional@cfisd.net, as well as, my personal email _____.

1. Transcripts
2. Service Records

Thank you,

_____
Signature

Teacher's Address

City, State, Zip Code

Procedures for Verifying Years of Service for Employers Outside the United States

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 a 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.

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 accreditations 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 translations

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 High 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

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:
Joseph W. Mezher
512-463-7285
Joseph.mezher@tea.state.tx.us

III. If the previous employer is not a statutorily recognized accredited institution:

[Accrediting agency is NOT listed under Title 19, Part 2, Chap.153, §153.1021 (a)(15)]

If all forms are completed correctly and the former employer was a private school, college or university, and the Verification of Accreditation 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;

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 accreditation (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 §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.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:

Joseph W. Mezher (512) 463-7285

Joseph.mezher@tea.state.tx.us

Teacher 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 other wise indicated.

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

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

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Teacher 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:

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Teacher Service Record

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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.

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Instruction for completing the Teacher Service record are included on the following pages, all columns must be completed unless other wise 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 **i**n the appropriate assignment. Valid Educational Aide experience and any other unique information regarding service should also be included**.**

Note: 1. All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.
2. Service records and any supporting documents must be completed in ink (the document may be completed electronically and printed).
3. White out may not be used, any white out used on any document submitted will nullify the document.

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