



# Administrative Regulations

South San Antonio Independent School District

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Name/Address Change/Submitting Credentials and Records - 2023	

## CHANGE OF NAME AND/OR CONTACT INFORMATION

The following procedures are to be followed by all employees for submitting a change of name or contact information:

1. Employees are required to notify the Human Resources Department if there is any change to their name, home address, home telephone number, mobile telephone number, marital status, emergency contact or beneficiary.
2. **Name Changes** – An employee that wishes to change his/her name must provide a Social Security Card AND Driver’s License showing the name change, as well as court paperwork indicating new name (ie, marriage certificate or divorce decree).
3. **Effective December 2, 2002** – every educator certificate holder or applicant must maintain a current mailing address with the State Board of Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:
  - a. Failure to receive important information or notice of a proceeding regarding an individual’s certification or application status, including renewal requirements for a Certificate;
  - b. Failure to receive a Certificate; or
  - c. Certificate sanction or denial.

A certificate holder or applicant may update his or her mailing address through SBEC Online at:

<https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>

Employees may request that open access to the following information may be closed at any time:

1. Home Address
2. Personal Email Address
3. Information That Reveals Whether They Have Family Members
4. Home Phone Number
5. Personal Mobile Phone Number
6. Social Security Number
7. Emergency Contact Information



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## SUBMITTING VALID CREDENTIALS

The following procedures are to be followed by all employees for submitting valid credentials:

1. Applicants recommended for employment must provide the District the specific documents required by law as part of the official employee personnel file prior to the first day of work.
2. All employees who have prior service in school systems must submit an original service record (copies will not be accepted). In addition, employees may be granted years of experience for pay purposes for related outside full-time experience. An original letter of service record from the former employee must be submitted for consideration.
3. All employees whose positions require certification or licensure are required to submit official documents. If employees have earned certificates, endorsements or degrees of higher rank since the previous school year, please submit the official document to the Human Resources Department.
  - An official college transcript showing degree earned and date conferred before a salary adjustment can be made.
  - Valid certificate/licensure or endorsement earned.