



WACO INDEPENDENT SCHOOL DISTRICT

Employee Records Request Form

Name: _____

Employee ID or SSN: _____

Please Select One of the Following:

I am a current employee.

I have resigned or am no longer an active employee at Waco ISD.

Please Also Select One of the Following:

Please mail my requested documents to the address listed below.

Please email my requested documents to the following email address: _____

I wish to pick up my documents in person.

Documents being requested:

Texas Teaching Certificate

Texas Service Records

Copies of Transcripts

Other: _____

***Active employees who request credentials from their personnel files will only receive copies and should expect to receive them within **5 to 10** business days from the date requested.

***Employees resigning during the current contract year should expect their documents to be mailed within **5 to 10** business days after their last paycheck from Waco ISD.

***Employees resigning from Waco ISD at the end of their current contract year should expect their documents to be mailed to another district no earlier than **July 15th** when requested before **July 5th**. Documents requested after **July 5th** will be emailed within **10** business days after **July 15th**.

If documents are to be mailed, whether to your home address or another district, you must complete this portion of the form, providing a complete mailing address.

Name of School District: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

Date: _____