



FRIENDSWOOD ISD
Employee Records Request

EMPLOYEE INFORMATION

NAME: _____ LAST 4 OF SOCIAL: _____

ALTERNATE NAMES USED: _____

PERSONAL EMAIL: _____ PHONE: _____

POSITION HELD: _____ YEARS WORKED: _____

RECORDS REQUESTED

Current Employees:

*Certifications may be retrieved from the official web site (www.tea.texas.gov) using your log in.

Unofficial Service Records (for certifications purposes only)

Unofficial Transcripts

Exiting Employees:

Official Service Records- Indicate resignation date: _____

Transcripts

Other: _____

MAILING INFORMATION
Please tell us how you'd like to receive your records.

BY MAIL or EMAIL:

FAX TO: _____

PICK UP IN PERSON

Additional notes: _____

Please submit your request by mail or email to:	Friendswood ISD 302 Laurel Dr. Friendswood TX 77546	Chrissy Lutz HR SOFTWARE ANALYST clutz@fisd12.net
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FOR OFFICE USE ONLY

DATE RECEIVED: _____ DATE SENT: _____

ITEMS SENT: _____

Please note: The Texas Education Code requires districts to provide records no later than the 30th day after the request is made or the 30th day after the date of the last day of individual's employment, whichever is later.