HISD Human Resources

Service Record FAQs

How do I get credit for my previous teaching experience?

You must submit an original teacher service record (or equivalent official document) verifying your years of creditable teaching service.

For college or university experience, both are required:

- Teacher Experience Report
- College Verification form

Does someone in HISD request the service record for me?

No. It is your responsibility to request service records from your previous employer(s).

How do I request a service record from my former employer?

Texas Public Schools

1. Contact the Human Resources department of your former district.
2. Request that your original service record be issued for submission to HISD.

Out-of-State or Private Schools

1. Complete a Teacher Experience Report.
2. Send it to your former employer for completion.

College/University Experience

1. Submit: Teacher Experience Report

Forms are available on the HISD Human Resources College Verification Form webpage, under Forms and Documents.

Are copies or faxes of the service record acceptable?

Houston ISD requires original service records. A copy will only be accepted in place of the original if the copy has a notary seal/stamp from the former school district or has the school district seal.

What happens if I submitted the original service record when I was originally hired years ago?

If you are a rehire, and you submitted the original service record years ago and HISD did not release the original service record to you, we will produce a copy from the database and stamp it as a copy of the original and use it for salary increment purposes. If our records indicate that the original service record was released to you upon your resignation, you are responsible for submitting an original service record at the time of rehire.

What qualifies as a creditable year of service?

90 days of full-time service, or 180 days of half-time service within a 12-month period, equivalent to full-time service. Employees who work less than half-time are not eligible to earn a creditable year of service.

Is there a deadline for submitting service records?

Yes, service records should be submitted to the Compensation Department within 30 business days of your hire date. It is the responsibility of the employee to provide all official documentation.

Will the salary adjustment be retroactive?

Retroactive salary adjustments will be reviewed by the Compensation Department.

Certified new hire teachers that submit official Service Records to the Compensation Department, within 30 business days of their hire date and have 3 or more verifiable years of creditable teaching experience, will have their compensation advanced to Progressing II. Late submissions of Service Records will not be accepted for the advancement of initial effectiveness level placement, but will still be reviewed and documented in personnel records.

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Does non-school or private practice nurse experience count for salary purposes?

Yes, with verification of service records and/or verification of employment.

Does private school or foreign teaching experience qualify for salary increment purposes?

The private or foreign school must be accredited by an agency recognized by the Texas Education Agency and meet the requirements established by TEA. Written verification of the institutions accreditation status is required. Each service record is reviewed on an individual basis when submitted to HISD. Foreign or out-of-country experience requires submission of a Verification of Accreditation Status for Salary Increment Purposes form. The form must include an official stamp or seal from the issuing institution.

Does substitute teaching experience count?

Beginning with the 1998-1999 school year, a substitute teacher may receive credit for years of substitute teaching experience for salary increment purposes provided that the teacher held a valid teaching certificate at the time the service was rendered, and the teacher was employed in an entity recognized for creditable years of service and the minimum days employed were met.

How do I submit service records electronically?

1. **Visit:** www.HoustonISD.org/OneSource
2. **Log in with your HISD credentials:** Use the same HISD username and password that you use to sign in to your HISD computer
3. **Navigate to:** Contracts & Forms HR Documents – Service Records, Transcripts, Name Change, I-9

What information must be included in my service record?

Personal Information	Full legal name and identifying information
Employment Dates	Accurate start and end dates for each period of employment.
Position Titles	List all positions held.
Service Credit	Ensure the record accurately reflects full-time, part-time, and temporary positions.
Leave Balances	Include prior year balance, earned leave, used leave, and end-of-year balance.
Signatures and Approvals	Ensure the record is signed by the appropriate district official.

What is the service credit eligibility for Career and Technical Education (CTE) teachers?

Career and technical education teachers may be granted additional years of placement credit for work experience that is directly related to the career and technical field in which they are currently teaching. Credit above the two years of work experience requirement as defined by state regulation may be granted in the following manner:

- Up to 10 years: 1-for-1 credit
- Beyond 10 years: 1-for-2 credit

Example: Marketing teacher with 12 full years of previous public relations and marketing experience

1-for-1 credit up to 10 years	**= 10 years**
1-for-2 credit for years 11 and 12	**= 1 years**
	= 11 years of credit