



Please allow 30 business days for processing

According to the TAC §153.1021(d)(5), “A scanned version of the original service record may be considered official if sent directly from one employing district to another employing district.”

Date: _____ Employee Name: _____

HEB ISD ID number: _____ or Social Security number: _____

Previous/Maiden name - if name used in HEB ISD: _____

Contact number: _____ Total Years of Experience: _____

Email address: _____

Current HEB ISD employee: _____ yes _____ no

Dates employed: _____

I am requesting the following documents:

Copy of Service Record (for current employees, does not include current year)

Substitute Service Record (provide dates of employment) _____ thru _____

Original Service Record (for former or resigned employees, available after sick days are posted in payroll and you have received your final paycheck)

College Transcript (originals may be released upon separation. Original paper college transcript only available if hired prior to 2018.)

I am requesting a copy of my service record for graduate school

Please email my service record to: _____

Email request form to: Margaretott@hebisd.edu

Auxiliary employees - Email request form to: Johannahernandez@hebisd.edu

HR use - Date Released _____