

# AUSTIN INDEPENDENT SCHOOL DISTRICT

## REQUEST FORM FOR SERVICE RECORD, TRANSCRIPT, TEACHING CERTIFICATE, APPRAISAL

Printed Name of Person  
Making Request: \_\_\_\_\_

AISD Employee Identification Number: E \_\_\_\_\_

or SSN: \_\_\_\_\_

Position: \_\_\_\_\_ Work Location in Austin ISD: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Have you already resigned from Austin ISD? (Check one.)  YES  NO

If "YES" what was your last date of employment? \_\_\_\_\_

**I am requesting a copy of the following document(s) from my AISD personnel file:  
(Check all that apply.)**

Service Record \_\_\_\_\_ Transcript \_\_\_\_\_ Teaching Certificate \_\_\_\_\_ Appraisal(s) \_\_\_\_\_  
(3 yrs will be given, if applicable)

### SELECT ONE OPTION BELOW:

- I will come to the Office of Human Resources to pick up the documents. Please allow 30 days for processing. **Professional employees** please call (512) 414-1721 **BEFORE PICKUP** to ensure the requested documents are ready. **Classified employees** please call (512) 414-1714.  
OR ...

- I request that the documents be mailed to the following location:

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Instructions - Send completed form to the following:

Professional Employees:

FAX: 499-0270 or 414-0004  
or mail to:

Austin ISD  
Professional Human Resources, A260  
1111 W. 6<sup>th</sup> Street  
Austin, TX 78703

Classified Employees:

FAX: 414-5899  
or mail to:

Austin ISD  
Classified Human Resources, A-210  
1111 W. 6<sup>th</sup> Street  
Austin, TX 78703

#### AISD Use Only

Logged In \_\_\_\_\_ Date Mailed/Pick Up Date \_\_\_\_\_  
Date Initials Date Initials