



# Credential Request

**Complete form and send to:**  
Conroe ISD Human Resources Department  
Attention: Jackie Woychesin, Employee Records  
3205 West Davis • Conroe, Texas 77304-2098

**or fax to:**  
936.709.7851

*(Current employees may use the District's interoffice mail to send form.)*

Name \_\_\_\_\_

EIN \_\_\_\_\_

Phone number \_\_\_\_\_

I would like to view the contents of my employee file.

Please provide the following records:

**Original**

**Copy**

Teaching Certificate

Transcripts

Paraprofessional Certificate

Service Records

License

Evaluations *(10¢ charge per page)*

Contract *(10¢ charge per page)*

Other \_\_\_\_\_

*(There will be a 10¢ charge per page plus postage if mailing is required)*

I would like the above indicated credentials sent to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee signature

Date

*One copy of the employee's transcript, service record, and teaching certificate will be provided annually at no charge. Copies of any other personnel records will be charged at the rate of ten cents (10¢) per page plus postage if mailing is required.*