

Human Resources Department Credentials/Records Request



CONROE
INDEPENDENT
SCHOOL DISTRICT

Complete form and send to:

Conroe ISD Human Resources
3205 West Davis Street • Conroe, Texas 77304

Fax936-709-9859

EmailHRrequests@conroeisd.net

Please print

Name: _____ Date: _____

Email: _____ Last date worked: _____

Social Security No./EIN: _____ Contact number: _____

Signature: _____

The district will provide documents within 30 days after the employee's request. Service records for the current school year will be available 30 days after the employee's last day of work, which provides for the reconciliation of payroll and leave information.

Documents requested from personnel file:

	Requested Copy
HQ Qualification	<input type="checkbox"/>
License	<input type="checkbox"/>
Paraprofessional Certificate	<input type="checkbox"/>
Service Records	<input type="checkbox"/>
Teaching Certificate	<input type="checkbox"/>
Transcripts	<input type="checkbox"/>
Substitute Service Verification <i>Note: Substitute service for 1970-1979 can not be verified. These records no longer exist.</i> Purpose for substitute services verification	Dates to be verified <hr/> <input type="checkbox"/> TRS Credit <input type="checkbox"/> CISD Credit
Other: _____	<input type="checkbox"/>

- I would like a copy of my documents sent to me electronically.
- I would like to pick up the documents in person. Please contact me when they are ready.
Contact information (*phone number or email address*): _____

- I would like my Conroe ISD documents forwarded to the following school district:

District name _____

District address _____