



**Request for Copies or Original Credentials
(Service Records, Transcripts, and/or Teacher Certificate)**

This form is to be used by current or former employees only and should not be used as an open records request. Please complete the following information. Should you need assistance completing this form, please contact Human Resources at (210) 407-0482.

Once you've completed this form, please mail or fax the form to:

North East Independent School District,
Attn: Human Resources, Ms. Shurla Forde
8961 Tesoro Dr., Suite 200
San Antonio, Texas 78217

Fax: 210-804-7298

****REQUESTS USUALLY TAKE 7-10 BUSINESS DAYS TO PROCESS****

Please complete the following identifying information:

First Name:

Last Name:

Social Security #:

Telephone #:

Position:

NEISD Employment Date: From: To:

Was there a break in service: Yes No

Mailing Address:

City: State: Zip Code:

Check documents you are requesting		Check appropriate box:	
<input type="checkbox"/>	Teacher Certificate	<input type="checkbox"/>	I will pick up the documents when they are ready. Day time telephone #:
<input type="checkbox"/>	Transcripts	<input type="checkbox"/>	FAX the documents to: Attn:
<input type="checkbox"/>	Service Record(s)	<input type="checkbox"/>	Mail documents to the mailing listed above .
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Mail documents to the address listed below (Complete address below).

Name:

Address:

City:

State:

Zip:

Date of Request: