



# Friendswood Independent School District Employee Records Request

Name: \_\_\_\_\_

Previously Used Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Phone Number: \_\_\_\_\_ Years of Service \_\_\_\_\_ to \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Current Employees

*\*Certifications may be retrieved from the official web site (www.tea.state.tx.us) using your log in.*

- Unofficial Service Records (for certification purposes only)
- Unofficial Transcripts
- Employment Verification Letter

## Prior Employees

*\*Official Service Records will be released 30 Days after your last duty day.*

- Official Service Records – Please indicate resignation date: \_\_\_\_\_
- Transcripts

## Please indicate how you will retrieve your request:

Mail to the following Address:

\_\_\_\_\_  
Your Name:/School District

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Fax To: \_\_\_\_\_

I will pick up my request in person within 48 hours of call

**Comments:** \_\_\_\_\_

**\*Pick up only\* - Signature \_\_\_\_\_ Date: \_\_\_\_\_**

**Mail:**  
 Friendswood ISD  
 302 Laurel Dr  
 Friendswood, Tx. 77546

**Email: (completed form)**  
[ltunnell@fisdk12.net](mailto:ltunnell@fisdk12.net)