



# Friendswood Independent School District

## Employee Records Request

Name: \_\_\_\_\_ Previously Used Name: \_\_\_\_\_

Last 4 SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Work Assignment: \_\_\_\_\_ Date of Request : \_\_\_\_\_

### Current Employees

\*Certifications may be retrieved from the official web site ([www.tea.texas.gov](http://www.tea.texas.gov)) using your log in.

Unofficial Service Records *(for certifications purposes only)*

Unofficial Transcripts

### Exiting Employees

Official Service Records- Indicate resignation date: \_\_\_\_\_

Transcripts

Other: \_\_\_\_\_

#### Send the request to the following:

Mailing address:

\_\_\_\_\_  
Your Name or School District

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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

Pick up Request within 48 hours of Call

Comments:

\_\_\_\_\_

#### **Mail Request to:**

Friendswood ISD

302 Laurel Dr.

Friendswood, TX 77546

#### **Email Request to:**

Leah Tunnell

[ltunnell@fisd12.net](mailto:ltunnell@fisd12.net)