



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

ID#: \_\_\_\_\_

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

If you have any outside experience working at a school district or job-related experience, please bring these documents **within 90 days from your hire date, to receive credit.**

Letters of experience must include:

- a job description, and details of what type of work you did.
- the dates worked (mm/yy) - (mm/yy), and must be full-time experience
- must have worked at least 90 days to get credit for that year.

**Outside school district experience MUST be on a service record from that school district.**

**Service letters (non-school district) should be on original company letterhead.**

**Service record and/or letters must be originals and include signature and contact phone number or email of previous supervisor. Copies will not be accepted. Emails forwarded from employee will NOT be accepted.**

Service credit will only be given for work in related field or related duties as the assignment you are being hired for. Max number of service credit given is 6 years.

Thank you for your cooperation and your prompt response to this matter.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Pasadena Independent School District  
3920 Mickey Gilley Blvd., Pasadena TX 77505