



**Pasadena Independent School District Recognized School District**

Please be aware that your request may take a **minimum of 48 hours.**

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](http://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 after September 1.***

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

**Please indicate how you will retrieve your request:**

Mail to the following Address: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

\_\_\_\_\_  
Your Name / School District address

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

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

Fax To: \_\_\_\_\_ Date Faxed: \_\_\_\_\_

I will pick up my request in person within 48 hours of call Date Called: \_\_\_\_\_

**Comments:**

***\*Pick up Only\**** - **Signature X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail:**

Pasadena ISD  
1515 Cherrybrook Ln  
Pasadena, TX 77502

**SEND REQUEST TO:**

**Fax:**  
(713) 740-4021