



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) 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 3209 Mickey Guilley Blvd Pasadena, TX 77505	SEND REQUEST TO: Fax: (713) 740-4021	Email Request: VVillarreal@pasadenaisd.org or OPena@pasadenaisd.org
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