



**Request for Copies or Original Credentials  
(Service Records, Transcripts, and/or Teacher Certificate)**

**This form is to be used by current or former employees only and should not be used as an open records request.** Please complete the following information. Should you need assistance completing this form, please contact Human Resources at 804-7025.

Once you've completed this form, please mail or fax the form to:

North East Independent School District,  
Attn: Human Resources, Ms. Shurla Forde  
8961 Tesoro Dr., Suite 200  
San Antonio, Texas 78217

Fax: 210-804-7298

**\*\*REQUESTS USUALLY TAKE 7-10 BUSINESS DAYS TO PROCESS\*\***

**Please complete the following identifying information:**

First Name:

Last Name:

Social Security #:

Telephone #:

Position:

NEISD Employment Date: From:  To:

Was there a break in service: Yes  No

Mailing Address:

City:  State:  Zip Code:

Check documents you are requesting		Check appropriate box:	
<input type="checkbox"/>	Teacher Certificate	<input type="checkbox"/>	I will pick up the documents when they are ready. Day time telephone #:
<input type="checkbox"/>	Transcripts	<input type="checkbox"/>	FAX the documents to: Attn:
<input type="checkbox"/>	Service Record(s)	<input type="checkbox"/>	Mail documents to the mailing listed <b>above</b> .
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Mail documents to the address listed below ( <b>Complete address below</b> ).

Name:

Address:

City:

State:

Zip:

Date of Request: