



Cypress-Fairbanks Independent School District

Personnel Office
FAX (281) 897-3861

Teresa Hull
Assistant Superintendent
For Personnel
(281) 897-4162

Timothy Rocka, Ph.D.
Director
Human Resource Systems
(281) 897-4099

TO: NEW PERSONNEL

FROM: PERSONNEL DEPARTMENT

SUBJECT: **VERIFICATION OF TEACHING EXPERIENCE**

It is the responsibility of the teacher to provide verification of all full-time teaching experience earned outside of Cypress-Fairbanks Independent School District. Experience acceptable for salary credit purposes must be earned in a public or private school that was accredited by an accrediting association recognized by the Texas Education Agency. You must have been fully certified and served in a contracted position for at least **90** full-time days for experience to be acceptable for salary credit.

The attached form letter is to be used to request your prior **Texas Teacher Service Record and Certificate**. Please complete the letter and mail it to the personnel office of the school district where you taught last. They should also have any previous service records.

Please have this form **returned to you**. Once you receive it, verify that everything is correct. **You will need to sign it before we can accept it.** Once done, return all forms to the Personnel Office.

Should you have any questions, please contact the Personnel Office at (281)897-4083.

Thank you.

FOR TEXAS SERVICE



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Date

Previous Texas School District

Address

City, State, Zip

Re: _____

Teacher's Name

Social Security Number

To Whom It May Concern:

I have been employed by Cypress-Fairbanks Independent School District for the current school year.
My employment years with your district were _____.

Please send the following items to the address below:

1. Teaching Certificate
2. Original Transcripts
3. Original Service Records
4. TEA audit cards (if applicable)

Thank you.

Signature

Teacher's Address

City, State, Zip