



Cypress-Fairbanks Independent School District

Human Resources
FAX (281) 517-2106

Deborah Stewart
Associate Superintendent for
Human Resources and Student Services
(281) 897-4030

Janet K. Price
Director, Ancillary Personnel
(281) 897-4033

TO: NEW PERSONNEL

FROM: HUMAN RESOURCES

SUBJECT: **VERIFICATION OF PARAPROFESSIONAL EXPERIENCE**

It is the responsibility of the paraprofessional to provide verification of all part- and/or full-time experience earned outside of Cypress-Fairbanks Independent School District (CFISD). 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 an educator position for at least **90** full-time days or **180** part-time days for experience to be acceptable for salary credit.

The attached form letter is to be used to request your prior **Texas Service Record(s) and Certificate**. Please complete the letter and mail it to the Human Resources Department of the school district(s) for which you last worked.

Please have all service record(s) returned to you. Upon receipt, verify that the information is accurate. **You will need to sign the service record(s) before CFISD can accept it/them.** We suggest making copies for your personal records. Return the **original** service record(s) to the CFISD Human Resources Department, Instructional Support Center-North.

Should you have any questions, please contact the Human Resources Department at (281) 897-4033.

Thank you.

FOR TEXAS SERVICE



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SERVICE RECORD REQUEST

Date

School District

Address

City, State, Zip

Re: _____
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. Educational Aide/Paraprofessional Certificate
2. Original Transcripts
3. Original Service Records

Thank you.

Signature

Employee's Address

City, State, Zip

10300 Jones Road
Houston, Texas 77065

P. O. Box 692003
Houston, Texas 77269-2003