

How to Request Your Service Record

Mail, Email, or FAX to the Attention of Dr. Olivia Elmore
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To Request your Service Record follow the directions or click on the link below:

Aldine ISD:

- * <http://www.aldineisd.org/cms/one.aspx?pageId=44394>

Alief ISD:

- * Call 281-498-8110, press 0, and ask to be transferred to HR department to request your service record.

Alvin ISD:

- * <http://www.alvinisd.net/Page/10980>
- * Click on [Records Release Form](#).

Charter/Private Schools:

- * Contact the principal to request your service record.

Clear Creek ISD:

- * <http://www.ccisd.net/departments/human-resources/exiting-employee-information>
- * Click on the green button to the right of the page, [Request Service Records](#).

Crosby ISD:

- * Send email to dfontenot@crosbyisd.org, requesting for your service record. Make sure to include your personal information and request for it to be mailed, faxed, or emailed.

Cypress-Fairbanks ISD:

- * <http://www.cfisd.net/en/staff/hr/service-record-info/>
- * Scroll down and click on [Texas Service](#).

Deer Park ISD:

- * <http://www.dpsid.org/Page/18375>
- * Click on the Adobe PDF for [Service Record Request Form](#).

Fort Bend ISD:

- * <http://www.fortbendisd.com/Page/950>
- * Click on the link for [Employee Records Request Form](#).

Galena Park ISD:

- * Call 832-386-1000, press 0, and ask to be transferred to HR department to request your Service record.

Houston ISD:

- * <https://www.houstonisd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=587>

Huffman ISD:

- * Call 281-324-1871 ask for HR department to request your service record.

Humble ISD:

- * http://fs20.formsite.com/humblehr/form20/secure_index.html

Katy ISD:

- * <http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx>
- * Scroll down and click the Service Record Request Form.

Klein ISD:

- * Call 832-249-4218 and ask to be transferred to HR department to request your service record.

Lamar Consolidated ISD:

- * <https://secure.lcisd.org/departments/humanresources/apps/servicerecordrequest/>

New Caney ISD:

- * <http://www.newcaneyisd.org/Page/302>
- * Click Request for Records Form.

North Forest ISD:

- * <https://www.houstonisd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=587>

Pasadena ISD:

- * http://www1.pasadenaisd.org/departments/departments_f-l/human_resources/documents/?portalId=80772&pageId=438833&objectId.107548=439044&contextId.107548=438834&parentId.107548=438835
- * Click on Employee Records Request Form (30days).

Pearland ISD:

- * <http://www.pearlandisd.org/documents.cfm?id=24>
- * Click on documents, scroll down and click on Request for Records

Spring ISD:

- * <https://forms.springisd.org/Forms/HRRecordRequest>

Spring Branch ISD:

- * <https://cms.springbranchisd.com/hr/HumanResources/Employees/tabid/28413/Default.aspx>
- * Scroll down and to the left in the blue margin click on Service Records Requests.

The Electronic Version is located at hbu.edu/cppe under How to Request Your Service Record.