

KELLER INDEPENDENT SCHOOL DISTRICT

The community of Keller ISD will educate our students to achieve their highest standards of performance by engaging them in exceptional opportunities.

350 Keller Parkway
Keller, Texas 76248
Phone: 817-744-1000
www.KellerISD.net

Office of Human Resources

TO: School District Human Resources Department

RE: Service Records

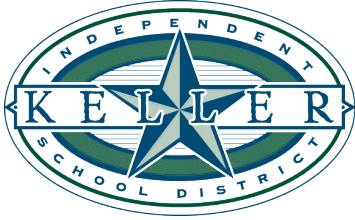
One of our employees has indicated previous employment with your district. The information requested on the following pages is needed to determine whether the experience being claimed may be counted for salary increment purposes.

To assist us in our evaluation, please complete the following:

1. Verification of Accreditation Status
2. Teacher Service Record (instructions are included)

Once the forms have been completed, please return the original document to the previous employee by US mail or email the signed documents to human_resources@kellerisd.net. We can only accept email copies that come directly from the previous school district.

Thank you.



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VERIFICATION OF ACCREDITATION STATUS

Name of Institution/District: _____

Name of Previous Employee: _____

The information requested below is needed to determine whether the experience being claimed may be counted for salary increment purposes.

1. Was this institution, during the school year(s) when the previous employee was employed, operated by or under the jurisdiction of a governmental unit in the state which the institution is located?
 Yes No

If yes, please provide the name of the governmental unit:

2. Was this institution, during the school year(s) when the previous employee was employed, accredited or approved by a United States Regional Accrediting agency or by the state or national government in which the institution is located?
 Yes No

If yes, please provide the name of the accrediting agency or governmental unit:

3. Is this a public or private school?
 Public Private

Signature and Title

Date

Stamp/Seal

The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools, the country's Department of Education is the organization official stamp.

Teacher Service Record

All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.



Instructions for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

Last Name		First Name		Initial	TEA Id Number/Unique District Id for Non-certified	Verify Educator							
Signature of Teacher													
1. School Year	2. State or Country	3. County or Equivalent	4. School District or Institution	5. Indicate if public or private School	6. Position Held	7. Years of Exper.	8. % of day Emp.	9. No. of days Emp.	10. Indicate if a full semester, if it is less than 90 days	11. Dates of Service From	12. To	Authorized Signature, Title & Organization Official Stamp	Verify Digital Signature
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>

Teacher Service Record

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Instructions for completing the Teacher Service record



Instructions for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

- 1. School Year** Corresponds to the scholastic school year (e.g., 1997-98) employment is claimed. No more than one year of experience can be shown on one line.
- 2. State/Country** Enter state or territory of the USA. Enter name of foreign nation, if applicable.
- 3. County/Equivalent** Enter county or parish in USA. Department of Defense Education Activity (DoDEA), enter the names of sub-territories of foreign nations. DoDEA service must be completed by the National Archives and Records Administrations (NARA). Send a blank service record to: National Personnel Records Center, Civilian Personnel Records, 1411 Boulder Blvd, Valmeyer IL 62295.
- 4. School District or Institution** Enter name of public school district or institution and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes.
- 5. Public or Private** Enter either Public or Private, for the British System enter either Government or Public.
- 6. Position Held** Enter position held (e.g., teacher, librarian, substitute, bus driver, aide, etc.).
- 7. Years of Experience** Enter the number of year(s) of actual experience as of September 1, of the school year indicated in column 1. (Do not include the additional year(s) for career ladder, career and technology education work experience, or qualified teacher aide experience. This experience must be recorded as a footnote on the service record).
- 8. % of Day Employed** Enter percentage of the school day the employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc.
- 9. No. of Days Employed** ... Enter the number of days employed during the contractual year (July 1 through June 30).
- 10. Indicate if a full semester, if it is less than 90 days**..... Enter full semester if it was a full semester that was less than 90 days.

Teacher Service Record

All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.



Instructions for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

Instructions for completing the Teacher Service record, continued

11. Date of Service From ... Enter the actual beginning date of employment during the contractual year (July 1 thru June 30).

12. Date of Service ToEnter the actual ending date of employment during the contractual year (July 1 thru June 30).

13. Authorized Signature,

Title, and Organization Official Stamp and placing the signature diagonally across from the experience. An authorized official of the school system must sign the record. A rubber stamp signature may be used, in lieu of the original signature, provided the name of the person appearing on the stamp is the same designated by the school district to sign the service record. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution. In the case of public schools, the board of trustees is the governing body. The organization's official stamp must be included on the service record if service from overseas is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp. If service is reported from the US, official stamp may be included depending on availability.

State Sick Leave and State Personal Leave

Footnotes...If earning service for a skill based certificate added by exam, record the first date the educator worked 50% of day in the appropriate assignment. Notes about additional steps or unique information should also be included, such as steps for educational aide experience.

1. State Sick Leave Enter state sick leave information in this table, not required for private schools, colleges and out-of-state schools.

2. State Personal Leave Enter state personal leave information in this table (Required for Charter schools if state days are offered) - not required for private schools, colleges, and out-of-state schools. (Note: This program was initiated in the 1995-96 school year).

- Note:**
1. All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.
 2. Service records and any supporting documents must be completed in ink (the document may be completed electronically and printed).
 3. White out may not be used, any white out used on any document submitted will nullify the document.