

## FORMER EMPLOYEE RECORDS REQUEST

**SERVICE RECORDS** can be electronically requested by clicking on the link below. Please allow seven business days for the request to be processed. During our peak season (Jun-Aug) requests take approximately 15-20 business days.

The records available for request through the online form are from the employee personnel file maintained by Rice ISD HR Records. All other requests will require a public information request.

### Documents That Can Be Requested:

- Service Records
- Employment Verification
- College Transcript
- Teaching Certificates
- Staff Development Certificates



[RECORDS REQUEST](#)

## NEW HIRE SERVICE RECORD INFORMATION

It is the responsibility of newly hired employees to provide verification of all full-time experience earned outside of RICE ISD. Experience acceptable for salary credit purposes must be earned in a public or private school that is accredited by an accrediting association recognized by the Texas Education Agency. For experience to be considered for current year salary placement, the following forms **MUST** be received at Human Resources no later than your last work day of the school year you were hired for.

For private schools, out of state, and college/university (public or private) experience, a separate form for each institution and a separate line for each year of employment is to be completed by a school official.

For nursing experience or CTE experience, please use the appropriate form listed below. A verification letter from an employer or institution must accompany each form.

- Nurse
- Teacher (Non-Core Academic CTE)

**Original service records can be:**

- Turned in at your New Hire Onboarding meeting
- Emailed directly to [hking@rice-isd.org](mailto:hking@rice-isd.org) by the prior school district(s) (per TEA guidelines, it can only be district to district), or
- Mailed using the address information below.

Attn: Human Resources Service Records  
RICE ISD  
1302 SW McKinney St.  
Rice, TX 75155