



Request for Copies or Original Credentials

Name: _____

Campus/Dept.: _____

Email: _____

Contact #: _____

Dates of Service: _____

Job Title while at LPIISD: _____

____ I have resigned from La Porte ISD and wish my documents to be mailed to the address shown on the bottom of this form.

____ I have resigned from La Porte ISD and wish to come to Human Resources to pick up my documents.

____ I am not resigning, but am requesting Xerox copies of the following documents from my personnel file.

_____ Service Records

_____ Texas Teaching Certificate (if applicable)

_____ Transcripts or Para Educator Certificate (if applicable)

Employees resigning from La Porte ISD at the end of the current contract year should expect documents to be mailed to another district ***no earlier than the end of July***, providing the employee has resigned by the last day of the current school year. Original Service Records and Original College Transcripts can only be released after Employee's resignation has been accepted by the Superintendent or Superintendent's Designee.

NOTE: Once released, you are responsible for these original documents. These are the only originals and are required upon employment with another district and should be treated as very important documents.

Employee Signature: _____ Date: _____

MAIL DOCUMENTS TO:

District Name: _____ Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

Date Mailed: _____ Sent By: _____

NOTES: _____