



2951 Williams Drive  
Georgetown Texas 78628  
512-869-3020

## Employee Service Records Request Form

Current and former Orenda Education employees may use this form to request official service records and transcripts.

All service record requests will be processed in the order they are received. During the peak months of June through August, requests may take up to 1-2 weeks to complete.

Service records for employees who have resigned at the end of a school year and are requesting a service record will receive the service record after August when final processing for the ending year has been completed. *If you need your service records immediately, please understand you will not have the service records for the current year. Please note some records may require additional research and/or time to complete.*

Service records may be picked up in person at the Orenda Education District office, mailed to the address specified on the request, or emailed directly to another school district.

To submit a request, please complete the following fields as thoroughly as possible. Once a request has been submitted, it is not necessary to submit duplicate or additional requests for the same record. If any information on the request has changed while it is waiting to be processed or if you have any additional questions. Contact HR directly or send an email to [marta.perez-guerra@orendaeducation.org](mailto:marta.perez-guerra@orendaeducation.org).

(You will need to visit the Texas Education Agency (TEA) web site to retrieve a copy of a Texas teaching certificate [www.tea.com](http://www.tea.com))

(Please Print) Name of person making request:

Last four digit of SSN: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST. \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE#: \_\_\_\_\_

DOCUMENT(S) REQUESTED: ☐ SERVICE RECORDS  
☐ COLLEGE TRANSCRIPTS  
☐ OTHER

DELIVERY METHOD: ☐ PICK-UP (PROVIDE MAILING INSTRUCTION BELOW)  
☐ MAIL  
☐ EMAIL

ADDITIONAL INFORMATION ABOUT REQUEST NEEDED:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

HR COMMENTS: