

Credential Request Form

Please complete this form, sign, and sent to: Coppell ISD
Human Resources Department
Attn: Jane Scott
200 S Denton Tap Rd
Coppell, TX 75019
or
Fax: 214-496-6046

Note:

**Current Employees – service record(s) will be available 30 days after date of resignation/retirement.
Former Employees – service record(s) will be available 30 days after request (If applicable, please note if your records are filed using a maiden/former name).**

I request the following documents from my personnel file:

NAME _____ SS# _____

Period of Employment, from _____ to _____

Service Record(s) _____ **Official Transcripts** _____

Texas Teacher Certificate: Access your certificate(s) by going to the SBEC Website at www.sbec.state.tx.us then click on Official Record of Educator Certificates.

____ 1.) Please call me at _____ when my request is completed.

____ 2.) Please release and mail these documents to the following address:

Employee Signature

Date