



**Request for Copies or Original Credentials
(Service Records, Transcripts, and/or Teacher Certificate)**

This form is to be used by current or former employees only and should not be used as an open records request. Please complete the following information. Should you need assistance completing this form, please contact the Human Resources Office at (210) 832-5955.

Once you've completed this form, please mail or fax the form to:

Alamo Heights Independent School District,
Attn: Human Resources Office
7101 Broadway
San Antonio, Texas 78209

Fax: 210-822-2221

****REQUESTS USUALLY TAKE 7-10 BUSINESS DAYS TO PROCESS****

Please complete the following identifying information:

First Name: _____

Last Name: _____

Social Security #: _____

Telephone #: _____

Position: _____

AHISD Employment Date: From: _____ To: _____

Was there a break in service? ___ Yes ___ No

Mailing Address: _____

City: _____ State: _____ Zip: _____

Check documents you are requesting		Check appropriate box:	
<input type="checkbox"/>	Teacher Certificate	<input type="checkbox"/>	I will pick up the documents when they are ready. Telephone # _____
<input type="checkbox"/>	Transcripts	<input type="checkbox"/>	FAX the documents to: _____ Attn: _____
<input type="checkbox"/>	Service Record(s)	<input type="checkbox"/>	Mail documents to the mailing listed Above .
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Mail documents to the address listed below (Complete address below)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Date of Request: _____

Documents Received By: _____ **Date Received:** _____