

KILLEEN ISD EXPERIENCE VERIFICATION FOR TEACHER SALARY PLACEMENT

- Texas Public or Private School District Experience. Request from your last Texas district your original service record(s). The public-school service records should include your entire work history.
- Out of State / Out of Country Public or Private Schools. Previous employer must forward **BOTH** the Texas Service Record **and** Accreditation Status Form
- Accredited College / Universities. **BOTH** the Texas Service record **and** college verification form is required.
- Forms are available at (<https://tea.texas.gov/texas-educators/salary-and-service-record/teacher-salary-and-service-information>). If you have difficulty opening forms, please open in Internet Explorer.

The screenshot shows the TEA website interface. At the top left is the TEA logo. A search bar is located at the top right. Below the search bar is a navigation menu with links: A - Z Index, Contact, Sign Up for Updates, and TEA Correspondence. A secondary menu contains icons and labels for: About TEA, Curriculum & Instructional Materials, Finance & Grants, Reports & Data, Student Testing & Accountability, Texas Educators, and Texas Schools. The main content area has the breadcrumb: Home / Texas Educators / Salary and Service Record. The title is "Teacher Salary and Service Information". Below the title is a paragraph of introductory text. There are two callout boxes: one on the left titled "Service Record Information" with a list of links, and one on the right titled "The Texas Service record form is required for all experience documentation. Please print the pdf form or send electronic version to previous employer along with the appropriate accreditation status form".

Send digitally signed documents to EmploymentVerificationHR@killeenisd.org **OR** mail original forms to:

Killeen ISD
Attn: Human Resources
PO Box 967
Killeen, TX 76540

Upon receipt of these forms, Human Resources will determine whether the service meets the required criteria as established by the Texas Education Agency (TEA). Adjustments can be made retroactively with some limitations.

If you have any questions or need assistance obtaining verification of experience, call 254-336-0045 or email EmploymentVerificationHR@killeenisd.org