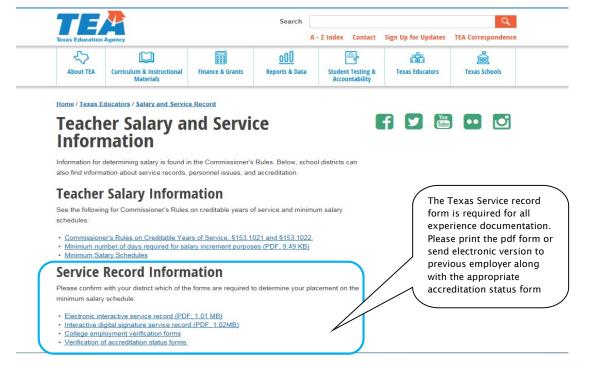
KILLEEN ISD EXPERIENCE VERIFICATION FOR TEACHER SALARY PLACEMENT

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



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