

KILLEEN ISD EXPERIENCE VERIFICATION FOR TEACHER SALARY PLACEMENT

- Texas public or private school district experience. Request from your last Texas district employer, 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 completed Texas service record and accreditation status form (note specific form for out of country British system experience). These forms are available from the TEA website (http://www.tea.state.tx.us/index2.aspx?id=4571&menu_id=865&menu_id2=794). **Please use the Electronic interactive service record (PDF).** The interactive digital signature service record is NOT acceptable if any portion of the form is not correctly completed or not digitally signed by both the employee and district administrator.
- Accredited college/universities. Previous employer must forward both a completed Texas service record and college verification form (full time or part time). These forms are available from the TEA website (http://www.tea.state.tx.us/index2.aspx?id=4571&menu_id=865&menu_id2=794). Please use the Electronic interactive service record (PDF).

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Teacher Salary and Service Information

Information for determining salary is found in the Commissioner's Rules. Below, school districts can also find information about service records, personnel issues, and accreditation.

Teacher Salary Information

See the following for Commissioner's Rules on creditable years of service and minimum salary schedules:

- [Commissioner's Rules on Creditable Years of Service, §153.1021 and §153.1022](#)
- [Minimum number of days required for salary increment purposes \(PDF, 9.49 KB\)](#)
- [Minimum Salary Schedules](#)

Service Record Information

Please confirm with your district which of the forms are required to determine your placement on the minimum salary schedule:

- [Electronic interactive service record \(PDF, 1.01 MB\)](#)
- [Interactive digital signature service record \(PDF, 1.02MB\)](#)
- [College employment verification forms](#)
- [Verification of accreditation status forms](#)

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

Original forms should be mailed to Killeen ISD, Attn: Human Resources, PO Box 967, Killeen, TX 76540. Upon receipt of these forms, Personnel Services will determine whether the service meets the required criteria as established by the Texas Education Agency (TEA). If the criteria are met, the educator will receive credit for those years and salary will be adjusted accordingly. Previous experience, verified and accepted after the current school year ends, will be payable retroactive for one school year only. If experience does not meet the criteria, the educator will not receive service credit.

If you have any questions or need assistance obtaining verification of experience, call 254-336-0051.