

**Plano Independent School District**  
**Service Record Instructions**

**DATE**

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**NAME AT TIME OF SERVICE**

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**YEARS OF SERVICE**

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**SIGNATURE OF RELEASE**

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To Whom It May Concern:

We have employed the above name individual whose application shows service experience with your school system. The Texas Education Agency requires that experience be verified on the enclosed form for salary increment purposes.

Please complete the form as follows:

1. Each school year of experience must be listed on a separate line with official signature and title
2. Indicate percentage of day employed in column #7 (full time/100% if applicable). If part time, you must indicate percentage of day employed.
3. Specify number of days employed this will determine creditable years of service

The Texas Education Agency will not accept ditto marks under columns 8, 9 and 11.

Please mail the original document (no copies or faxes accepted) directly to the employee or email the completed document to [newhires@pisd.edu](mailto:newhires@pisd.edu).

Sincerely,



Noel McBee  
Coordinator of Compensation and Employee Records

# Verification of Accreditation Status



Office of Educator Certification

Last Name	First Name	Initial
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TEA ID Number
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## Employment Information

One of our employees has indicated previous employment with your institution. The information requested below is needed to determine whether the experience may be claimed for salary increment purposes. To assist us in our evaluation, the following information is requested.

Previous Employment From	Previous Employment To
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## Institution Information

1. Was this institution during the school year(s) indicated above operated by or under the jurisdiction of a governmental unit in the state in which this institution is located?	<input type="radio"/> Yes <input type="radio"/> No
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If Yes, please provide the name of the governmental unit
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2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located?	<input type="radio"/> Yes <input type="radio"/> No
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If Yes, please provide the name of the accrediting agency or governmental unit
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3. Is this a Public or Private School?	<input type="radio"/> Public <input type="radio"/> Private
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We appreciate your cooperation in completing this form at your earliest convenience.

Name of Institution
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Signature of Person completing form	Title of Person Signing
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**The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp.**



\_\_\_\_\_  
 LAST                                      FIRST                                      MI

\_\_\_\_\_  
 ID NUMBER

\_\_\_\_\_  
 SIGNATURE OF TEACHER

**TEACHER SERVICE**  
**RECORD**

1 School Year	2 State Or Country	3 County Or Equivalent	4 School District Or Institution (Indicate public or private)	5 Position Held	6 Years of Exper.	7 %of Day Emp.	8 No. Days Emp.	9 Dates of Service		10					11 Authorized Signature, Title, & Organization Official Stamp
								From	To	(a) State Sick Leave Program					
										(b) State Personal Leave Program					
		Prior Year Balance	Earned	Used	End-of-Year Balance										
										(a)					
										(b)					
										(a)					
										(b)					
										(a)					
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Note: Instructions on Back

**Instructions for completing FIN-115**  
(All columns must be completed unless otherwise indicated)

1. **School Year** -- Corresponds to the scholastic school year (e.g., 1997-98, etc.) employment is claimed. No more than one year of experience can be shown on one line.
  2. **State or Country** -- Enter state or territory of USA. Enter name of foreign nation if applicable.
  3. **County or Equivalent** -- Enter county or parish in USA. For Department of Defense Dependents' Schools (DODDS) enter the names of subterritories of foreign nations. DODDS Service records must be completed by an official from the National Archives and Records Administration (NARA) in St. Louis, MO. (A blank service record must be sent to: NARA, CPR 111 Winnebago Street, St. Louis, MO 63118-4199).
  4. **School District or Institution** -- Enter name of public school district or institution and name of private school or institution. Give sufficient information in this column to identify the school for accreditation purposes. (e.g. Public or Private).
  5. **Position Held** -- Enter position held (e.g., teacher, substitute, bus driver, etc.)
  6. **Years of Experience** -- Enter the number of year(s) of actual experience as of September 1 of the school year indicated in column 1. (Do not include the additional year(s) for career ladder, career and technology education work experience, or qualified teacher aide experience. Career and technology education work experience or qualified teacher aide experience must be recorded as a footnote on the service record).
  7. **% of Day Employed** -- Enter percentage of the school day employee was employed. Full day is reported as 100%, one-half day is reported as 50%, three-quarters of the day is reported as 75%, etc.
  8. **No. of Days Employed** -- Enter the number of days employed during the contractual year (July 1 thru June 30). The days entered must not include the number of days a person was docked a full day's pay.
  9. **Dates of Service** -- Enter the actual beginning and ending dates of employment during the contractual year (July 1 thru June 30).
  10. **State Leave Programs:**
    - (a) **State Sick Leave Program** -- Enter state sick leave information in this row – not required for private schools, colleges, and out-of-state schools.
    - (b) **State Personal Leave Program** -- Enter state personal leave information in this row (Required for Charter schools if state days are offered) – not required for private schools, colleges, and out-of-state schools. (Note: This program was initiated in the 1995-96 school year).
  11. **Authorized Signature, Title, and Organization Official Stamp** -- The record must be verified by either signing each line of the record separately (in ink) or by drawing a diagonal line and placing the signature diagonally across from the years of experience. An authorized official of the school system must sign the record. A rubber stamp signature may be used, in lieu of the original signature, provided the name of the person appearing on the stamp is the same name designated by the school district to sign the service record. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution. In the case of public schools, the board of trustees is the governing body. The organization's official stamp must be included on the service record if service from overseas is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp. If service is reported from the US, official stamp may be included depending on availability.
- Note:**
- All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.
  - Service records and any supporting documents must be complete in ink.
  - White out may not be used, any white out used on any document submitted will nullify the document.