

To request your official service records and other employee record request, please email your request to [employee-recordrequest@saisd.net](mailto:employee-recordrequest@saisd.net) . By doing so you can be assured that your request is received in a timely manner and immediately placed in queue for processing. Requests are processed in the order received.

#### **Official Service Records:** Former employees

**The following information is required to process:**

First, Last Name

EIN

Last 4 of SS

Contact Information (phone #, email, mailing address) Mailing address is required. If mailing to new district or place of employment, please provide the mailing address.

**Processing Time:** Up to 30 business days during high volume periods.

All requests are processed in the order received. Notification of completion will be sent via phone/email.

*\*Employees that have recently separated from the district; requests will be processed after the last paycheck has been processed. This allows for an accurate calculation of your state day credits. Processing time can take up to 30 business days during high volume periods (typically April-August)*

#### **“Unofficial” Service Records:** education/certification purposes only

*Current employees ONLY*

*\*snapshot of record; does not include the full-service record.*

**The following information is required to process:**

First, Last Name

EIN

Last 4 of SS

Contact Information (phone #, email, mailing address)

**Processing Time:** 7-15 Business Days

All requests are processed in the order received. Notification of completion will be sent via phone/email.

**Loans:** (Teacher Loan Forgiveness (TLF), Public Service Loan Forgiveness (PSLF), Teacher Cancellation, Fed Loan, Teach Grant)

**The following information is required to process:**

Loan Documents: (uploaded) with Sections 1 & 2 completed by the employee

First, Last Name

EIN

Contact Information (phone #, email, mailing address)

**Processing Time:** 5-10 Business Days (During high volume periods-can take up to 30 days.)

All requests are processed in the order received. Notification of completion will be sent via phone/email.

**Verification of Employment:** (Employment Verification Forms, VOE Letter)

\*Standard VOE Letters include: First & Last Name, Position, & Employment Date

\*VOE Letters w Salary include: First, Last Name, Position, Employment Date, & Pay Rate

**The following information is required to process:**

First, Last Name

EIN

Last 4 of SS

**Processing Time:** 3-5 Business Days (During high volume periods may take up to 30 days)

*\*Please direct all inquiries or requests for full Mortgage Financial Employment Verifications to the Payroll Department at 210-554-8550.*