

Instructions for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

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Teacher Service Record

All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.



Instructions for completing the Teacher Service record are included on the following pages, all columns must be completed unless otherwise indicated.

Delete Row											
State Sick Leave Program					State Personal Leave Program						
	Prior Year Balance	Year Service was Earned	Earned	Used	End of Year Balance		Prior Year Balance	Year Service was Earned	Earned	Used	End of Year Balance
	0		0	0	0		0		0	0	0
	0		0	0	0		0		0	0	0
Delete Row	0		0	0	0	Delete Row	0		0	0	0
Footnotes:											

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Instructions for completing the Teacher Service record

- 1. School Year** Corresponds to the scholastic school year (e.g., 1997-98) employment is claimed. No more than one year of experience can be shown on one line.
- 2. State/Country** Enter state or territory of the USA Enter name of foreign nation if applicable
- 3. County/Equivalent** Enter county or parish in USA. Department of Defense Education Activity (DoDEA), enter the names of sub-territories of foreign nations. DoDEA service must be completed by the National Archives and Records Administrations (NARA). Send a blank service record to: National Personnel Records Center, Civilian Personnel Records, 1411 Boulder Blvd, Valmeyer IL 62295.
- 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
- 5. Public or Private** Enter either Public or Private, for the British System enter either Government or Public
- 6. Position Held** Enter position held (e.g., teacher, librarian, substitute, bus driver, aide, etc.)
- 7. 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. This experience must be recorded as a footnote on the service record).
- 8. % of Day Employed** Enter percentage of the school day the 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
- 9. No. of Days Employed** ... Enter the number of days employed during the contractual year (July 1 through June 30). The days entered must not include the number of days a person was docked a full day's pay.
- 10. Indicate if a full semester, if it is less than 90 days** Enter full semester if it was a full semester that was less than 90 days.

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Instructions for completing the Teacher Service record, continued

11. Date of Service From ... Enter the actual beginning date of employment during the contractual year (July 1 thru June 30).

12. Date of Service To Enter the actual ending date of employment during the contractual year (July 1 thru June 30).

13. 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 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 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.

State Sick Leave and State Personal Leave

Footnotes. If earning service for a skill based certificate added by exam, record the first date the educator worked 50% of day in the appropriate assignment. Notes about additional steps or unique information should also be included, such as steps for educational aide experience.

1. State Sick Leave Enter state sick leave information in this table, not required for private schools, colleges and out-of-state schools.

2. State Personal Leave Enter state personal leave information in this table (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).

Note: 1. All service claimed for salary increment purposes must be documented on this form or other similar document containing similar information.

2. Service records and any supporting documents must be completed in ink (the document may be completed electronically and printed).

3. White out may not be used, any white out used on any document submitted will nullify the document.