

# To request Service Records / Transcripts, please follow the instructions below:

## Email your request to:

[phamzehloo@wallerisd.net](mailto:phamzehloo@wallerisd.net) or [echapa@wallerisd.net](mailto:echapa@wallerisd.net)

## Include the following information in your email:

1. What documents you are requesting (Service Records and / or Transcripts).
2. Full name at time of employment with Waller ISD (also current last name).
3. Last 4 digits of your social security number.
4. Date of employment (last year worked for Waller ISD).
5. The name and address of the School district that you would like us to mail it to.
6. Attach a copy of your current Driver's License with your email.
7. If you are requesting to have it mailed to you, it will only be mailed to the address on your Driver's License.
8. If you would like to pick up your service record please supply us with the date of pick up.
9. Phone number.

**Contact Human Resources if you have any questions. If you would like to pick up your service records, contact us via email or by phone so that we can have your service records prepared when you come to the office.**

Thank you ☺!

Waller ISD - Human Resources  
2214 Waller Street  
Waller, Texas 77484  
(936) 931-0397