



Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

Verification of Employment

How to Request

HR Customer Service will be happy to assist you with a Verification of Employment. We request that you email an **AISD form** (see link below) to: lvillato@aisd.net (for full-time employees) or subservices@aisd.net (for Substitute employees).
FAX # (682) 867-4684

Please note: The signed authorization by the previous or current employee to release the information must accompany the form. We do NOT provide verbal verifications.

<https://w4.aisd.net/pdf/request-for-verification-of-employment-form.pdf>

Questions? Email: HRCustomerService@aisd.net or call 682-867-7290 and press 5 for Customer Service, then press 1 for Verification of Employment.