



**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: [mfiguer2@aisd.net](mailto:mfiguer2@aisd.net) (for full-time employees) or [subservices@aisd.net](mailto:subservices@aisd.net) (for Substitute employees).

**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.

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

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