



GALENA PARK INDEPENDENT SCHOOL DISTRICT

14705 Woodforest Houston, Texas
77015
Ofelia Garza
Senior Director Human Resource
Services – Elementary

Educational Aide Certificate Information

To: Instructional Aides, Homegrown and ISS Monitors
From: Ofelia Garza
RE: Educational Aide Certificate Information

Please print all areas below so that we can enter this information in recommending you for your required Educational Aide Certificate with the State Board for Educator Certification (SBEC). Bring this completed form to HRCS prior to your paper work appointment. We must enter this information into the SBEC system before you can apply for your standard educational aide certificate. Once we recommend you for this certificate you must then go online and apply for your certificate and complete the fingerprinting process.

First Name _____

Middle Name _____

Last Name _____

Maiden Name _____

Date of Birth _____

Email Address _____

Campus _____

S.S.# _____

**Return to Danielle Castro
at HRCS immediately**