



**GALENA PARK INDEPENDENT SCHOOL DISTRICT**

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Ofelia Garza  
Senior Director of Human Resource Services-  
Elementary

**Educational Aide Certificate Information**

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

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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**