

SPECIAL REQUEST FOR TEXAS SCHOOLS

***ALIEF ISD:** See the memo from Alief ISD for their Agent Solicitation Procedures.

***ECTOR COUNTY ISD:** All paperwork written in Ector County ISD must have the campus code filled in on the Salary Reduction Agreement. Paperwork cannot be processed without this code. A list of codes for the district is provided. **SCHOOL DISTRICT REQUIRES ORIGINAL PAPERWORK.**

***LEANDER ISD:** See the memo from Leander ISD for their Agent Solicitation Procedures.

***LUBBOCK ISD:** See the memo from Lubbock ISD for their Agent Solicitation Procedures.

Agents are requested to fax or mail a copy of the Salary Reduction Agreement to the Lubbock ISD payroll office at the same time that paperwork is submitted to First Financial for processing. [Fax: 806-766-1926; Address: 1628 19th Street, Lubbock, Texas 79401-4895]. **SCHOOL DISTRICT REQUIRES ORIGINAL PAPERWORK.**

***LYFORD CISD:** See the memo from San Angelo ISD for their Agent Solicitation Procedures.

***SAN ANGELO ISD:** See the memo from San Angelo ISD for their Agent Solicitation Procedures.

***SHELDON ISD:** See the memo from Sheldon ISD for their Agent Solicitation Procedures.

***SPRING ISD:** All paperwork written in Spring ISD must indicate whether the employee is a contract or a classified employee on the Salary Reduction Agreement.

***UVALDE ISD:** See the memo from Uvalde ISD for their special rules.

***WACO ISD:** All agents must complete the “Waco Independent School District Solicitor’s Agreement” form.