As a former external charter school employee, you are required to submit a W-9 form to HISD before your award can be released. Click here to access a copy of the W-9.

Please complete the W-9 form and return it via:

Mail (include your telephone number and e-mail address on a separate sheet)
Attention: Willie C. Spencer, III
Houston Independent School District
4400 W. 18th Street
Houston, Texas 77092-8501

Or Fax (include your telephone number and e-mail address on the cover sheet)
(713) 556-9249

Or E-mail (include your telephone number and e-mail address in the e-mail)
Scan your completed W-9 form (with your signature on it) and email it to aspireaward@houstonisd.org

Please be sure to put the correct mailing address on your W-9 form. The address provided on the W-9 form is where your check will be sent.

Official 2015–2016 ASPIRE award payments will be distributed on February 15, 2017. For those with a formal ASPIRE Award Inquiry pending, payment will be released when the inquiry has been resolved. If we have not received a W-9 form from you, your payment will be delayed until we receive this form.

HISD thanks you for your service and important contributions in helping your students make strong academic progress.