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) 556-6015

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 2014–2015 ASPIRE award payments will be distributed on February 3, 2016. 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.