

REQUEST FOR PERSONNEL DOCUMENTS

Please complete this form, sign and send to Human Resource Services by mail or fax:
P O Box 217, Lewisville, TX 75067 or FAX 972-350-9373 or 972-350-9380

NOTE:

Service record will be available approximately 45 days after date of resignation/retirement.

I request the following documents from my personnel file:

NAME _____ SS# _____

Period of Employment, from _____ to _____

Service Record(s) _____

Official Transcripts _____

Texas Teacher Certificate: Access your certificate(s) by going to the SBEC Website at <http://www.sbec.state.tx.us>. Click on Certification Information and follow the directions.

_____ Please call me at _____ when my request is completed.

_____ Please release and mail these documents to the following address: Please provide an accurate address if you are moving before within 45 days of your request.

If applicable, please note if your records are filed using a maiden name.

Employee Signature

Date Signed

The documents were received/mailed by:

Signature

Date