



## EMPLOYEE RECORDS REQUEST

501 S. Jupiter Rd.  
Garland, TX 75042

Phone: 972-487-3057  
Fax: 972-485-4937

The records available for request through this online form are from the personnel file maintained by HR Records ONLY.

Due to volume of requests, all documents will be processed in the order they are received. Districts are required to provide the record no later than the 30th day after the request is made or the 30th day after the date of the last day of the individual's employment, whichever is later (Texas Education Code (TEC) §21.4031).

Employees resigning and requesting current year service records should be advised that the service record will not be available until mid to late August when the district's payroll department has completed final processing for current year.

**Employee ID:** \_\_\_\_\_ **First and Last Name:** \_\_\_\_\_

**Last 4 Digits of Social Security:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Employee Type:**

- Current Employee
- Substitute Years Employed: \_\_\_\_\_ (Format: YYYY-YYYY)
- Former Employee Date Separated: \_\_\_\_\_ (Format: MM/YYYY)

**Document(s) Requested:**

- Employment Verification
- Loan Forgiveness Form
- Service Records
- Substitute Service Records
- Other Documents:

**Delivery Method:**

- Mail to address above
- Both Mail and Email
- Email

Email Address: \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_