
RECORDS REQUEST

Professional Personnel - Box 104 Auxiliary Personnel - Box 122

501 South Jupiter Road ● Garland, Texas ● 75042-7108

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

This form must be completed and signed when requesting items from personnel files.

Social Security # _____ Employee # _____

Name _____

Address (include city, state, & zip) _____

Phone _____ Call For Pick Up*

Date Last Employed by Garland ISD _____ Position _____

Personal email address _____

I am requesting the following original items from my personnel file:

_____ Employee Service Record _____ Transcript (if originals are still in your file)

_____ Other (please Specify) _____

Additionally, please send a *digital* copy of these items to my new district at the email below:

District Name _____ Contact Name: _____

District Email Address _____

Signature

Date

***Once verified, all original documents will be mailed to you at the address listed above if you do not request a call for pick-up.**

NOTE: Records for END-OF-YEAR resignations will not be available until early to mid August and will be processed in the order in which they are received.

For office use only			
_____ Created/Scanned	_____ Emailed to Emp.	_____ Verified/Elec. Stamp	_____ Mailed