

Ysleta Independent School District

9600 Sims Drive • El Paso, Texas 79925 • 915-434-0400

REQUEST FOR EMPLOYMENT RECORDS

(PLEASE PRINT)

Name:		Campu	s:	
Last four of SS#:	Emp#:	Last day wo	rked:Sti	II Employed:
	Please	Check Appropriate B	Box(s)	
	☐ Veri	ification of Employm	ent Letter	
	☐ Nan	ne Change		
	☐ Oth	er (please specify be	low)	
☐ Hold for Pick Up	Call to pick up	o: Phone#		
☐ Mail to:				
Name of School District:				
Address:				
St	reet	City	State	Zip Code
Attention:				
Please note the following:				
Requests for Employ	yment Records are	e processed in the order	they are received.	
Requests will not be	processed withou	it a signature, per Policy/	Regulation DBA/DBA-R F	Personnel Records
The Records Depart form in which to com			of a signed Request for L	Employment Records
Employee Signature				 Date
. , ,	Please submit comple	eted form to: : HR-Record	ls@yisd.net	24.0

Ysleta Independent School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment. El Distrito escolar de Ysleta no discrimina en base a raza, color, nacionalidad, religión, sexo, discapacidad, la información genética, y/o edad, en sus programas, actividades, o empleo.



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MEMORANDUM

To: Individuals Requesting Records
From: Gaby Figueroa and Lorena Gomez

Through: Jiovana A. Gutierrez

Director Elementary Personnel

Subject: Guidelines for viewing personnel files and requesting employment records

Date: August 1, 2023

GUIDELINES FOR VIEWING PERSONNEL FILES (In compliance with Policy/Regulation DBA/DBA-R):

- 1. An employee will have access to his/her personnel records by calling 434-0423 or 434-0406 for an appointment. Appointments are scheduled to enable the Records Manager to give the employee undivided attention to ensure the file is available for viewing.
- 2. All information contained in the employee's personnel file will be available for viewing by the employee or his/her designated representative under the Open Records Act (Govt. Code 552.102 (a)).
- 3. An employee will be required to verify his/her identity with photo identification prior to viewing his/her personnel file.
- 4. Viewing of personnel files must be done in the presence of the Records Manager.
- 5. Requests for copies of documents in an employee's personnel file must be made in person or submitted in writing and must contain the employee's signature and employee ID number. A 10¢ fee (payable to the Accounting Department Cashier) will be charged per copy, over 30 pages, in compliance with the General Service Commission.