



THE DISTRICT

REQUEST FOR SERVICE RECORDS

Please submit completed form to : HR-Records@yisd.net

(PLEASE PRINT)

Name: _____ Phone #: _____

Last four of SS#: _____ Emp#: _____ Last day worked: _____ Still Employed: _____

Please Check Appropriate Box

Original Service Record(s)(will be provided if separating from YISD and must be mailed or picked up)

Unofficial Copy of Service Record(s)

Hold for Pick Up Email Address(for unofficial copy only) _____

Mail to:

Name of School District: _____

Address: _____
Street City State Zip Code

Attention: _____

Please note the following:

- Request for service records are processed in the order received.
- Requests will not be processed without a signature, per Policy/Regulation DBA/DBA-R, Personnel Records.
- Please note when transferring service records from one Texas school district to another Texas school district, you should not request them to be faxed. Texas school districts require the original service records be transferred or received, verified and signed by the employee or mailed directly to the employee's new school district.
- By law, the District has 30 days to process a request for service records. However, we will do everything possible to process your request within 10-15 days of receipt providing you are not in the process of separating from YISD after receipt of a signed *Request for Service Records* form
- The current school year is not reflected on the service record until the end of the school year, and/or after the employee has separated from Ysleta ISD. If you recently resigned, your official service record will not be generated until after your final check with the Ysleta Independent School District and exit has been finalized with the Compensation office. The service record will have fully captured and calculated your leave balance at this time. Service records may be picked up in person at the Department of Human Resources or mailed to the address specified on the request form. Original service records **will not** be emailed.

Employee Signature

Date

Office Use Only: _____