



DUNCANVILLE

INDEPENDENT SCHOOL DISTRICT

Writing success stories, one student at a time.

710 S. Cedar Ridge
Duncanville, Texas 75137
Phone: 972.708.2000
Fax: 972.708.2020

EMPLOYEE RECORDS REQUEST

Please email this form to hrinbox@duncanvilleisd.org or fax it to 972-708-2020.

Name: _____ Social Security No: _____

Contact Information			
Street or P.O. Box:	City:	State:	Zip Code:
Phone Number:	Email Address:		

Current Employee

Position: _____ Start Date: _____

- Service records will not include the current school year.
- Requests will be processed within 10 business days of requested date.
- End of year resignations will be processed in July.

Former Employee

Position: _____ Start Date: _____ End Date: _____

- Requests from employees not returning next school year will be processed after July 1st.
- Former employees will only receive certified copies if originals were previously provided.

Documents Requested:

Service Records Transcripts

Delivery Method:

Pick-up or Mail to Address Listed Below:

Will notify by phone when records are ready for pick-up.

Name: _____

Email, Street, or P.O. Box: _____

City, State, Zip: _____

Signature

Date

(By typing my name above, I am verifying the information is correct, and electronically signing this request for my records.)

FOR HUMAN RESOURCES USE ONLY

Date Request Received:	Date Request Completed:	Completed By:
Delivery Method:		
<input type="checkbox"/> Picked up by: _____		
<input type="checkbox"/> Mailed to: _____		