



Hitchcock

INDEPENDENT SCHOOL DISTRICT

7801 Neville Ave. Bldg. B, Hitchcock, TX 77563

(409) 316-6545 Office, 409-986-5141 Fax

SERVICE RECORD REQUEST

Sharanda Harrison-Anderson
Human Resources Coordinator
sharrison@hitchcockisd.org

Employee Name *

Prior Name
Social Security* (Format: XXX-XX-XXXX) **Phone#*** (Format: XXX-XXX-XXXX)

Delivery Method* Pick Up (Notified By Phone When Available) Mail To Address Below

District Name:

Attention:

Street

City State Zip

Employee Type* Current Employee Campus:

Former Employee Date Separated (Required) * (Format: MM/YYYY)

Document(s) Requested*

- Original Service Record
- Original/Official College Transcript(s)
- Other:

The Employee Service Record Request Form is the required document for all former and existing Hitchcock ISD employees to request records from the District. Please complete and submit the form to Human Resources.

- **Employees leaving during the current school year:** Please allow up to 30 days after your final work date for your request to be processed.
- **Employees leaving the District at the end of the school year:** Service records will be processed in July.
- **Former employee:** Please allow up to ten business days for processing.

If the service record is required for additional certification or a continuing education program during the current school year, the current service year will not be included.

NOTE: It is Hitchcock ISD policy to prepare one original service record. If Hitchcock ISD has previously provided an original service record for you in the past, please contact your most recent district to obtain the original service record.

Employee Signature: _____ Date signed: _____

HR Official use:

Date Request Received

Date Mailed

Cert. Mail/Receipt #

Records Picked up by

Date