



Marlin ISD
130 Coleman St.
Marlin, Texas 76661
Phone.254.883.3585 FAX .254.883.6612

Human Resources

HUMAN RESOURCES RECORDS

DATE: _____

EMPLOYEE NAME: _____

PRIOR NAME: _____

SOCIAL SECURITY# (last 4 digits): _____

PHONE NUMBER (If requesting phone number change, list new number): _____

ADDRESS (If requesting address change, list new address): _____

EMAIL (For Request Delivery *(if applicable)*): _____

EMPLOYEE TYPE:

☐ CURRENT EMPLOYEE

☐ SUBSTITUTE

☐ FORMER EMPLOYEE

DOCUMENTS REQUESTED:

☐ SERVICE RECORD (UNOFFICIAL/OFFICIAL)

☐ ADDRESS/PHONE UPDATE

☐ EMPLOYMENT VERIFICATION LETTER
(*Not to include Payroll Information*)

☐ LOAN FORGIVENESS FORM REQUEST

DELIVERY METHOD:

☐ MAIL TO ADDRESS ABOVE

☐ PICK UP
(*If you select pick up and your documents are not picked up within 1 month, your requested documents will be mailed to the address you provide on this request.*)

☐ EMAIL TO ADDRESS LISTED ABOVE

EMPLOYEE SIGNATURE

DATE

HR USE ONLY

REQUEST COMPLETED BY: _____

DATE: _____