



FRIENDSWOOD ISD
Employee Records Request

EMPLOYEE INFORMATION

NAME: _____ LAST 4 OF SOCIAL: _____

ALTERNATE NAMES USED: _____

PERSONAL EMAIL: _____ PHONE: _____

POSITION HELD: _____ YEARS WORKED: _____

RECORDS REQUESTED

Current Employees:

*Certifications may be retrieved from the official web site (www.tea.texas.gov) using your log in.

- Unofficial Service Records (for certifications purposes only)
- Unofficial Transcripts

Exiting Employees:

- Official Service Records- Indicate resignation date: _____
- Transcripts
- Other: _____

MAILING INFORMATION
Please tell us how you'd like to receive your records.

- BY MAIL or EMAIL*:
- FAX TO: _____
- PICK UP IN PERSON (within 48 hours of notice)

**Please note: records may be mailed to either a personal or district address. If requesting email delivery, it MUST be a district email address.*

Additional notes: _____

Please submit your request by mail or email to:	Friendswood ISD 302 Laurel Dr. Friendswood TX 77546	Chrissy Lutz HR SOFTWARE ANALYST clutz@fisd12.net
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FOR OFFICE USE ONLY

DATE RECEIVED: _____ DATE SENT: _____

ITEMS SENT: _____