



"LONGHORN PRIDE"

Agua Dulce ISD

PERSONNEL

RECORDS REQUEST

Date: _____

The following documents are required for employees' personnel file and must be received before the first day of instruction, _____. To ensure all personal information is kept secure we are including the employee's full name, birth date and only the last four digits of their Social Security number. Employees are responsible for obtaining these records in a timely manner. Paperwork will not be processed without all of these documents.

Employee Name: _____

Birth date: _____

Last four digits of Social Security Number: _____

1. All official transcripts showing degree and date conferred.
2. All original service records. Out of state applicants must obtain a copy Of this form from the personnel department, fill it out and mail to Previous school districts.
3. Original workshop / conference certificates, if any.
4. Copies of Permits & Deficiency Plan (if applicable)
5. TB test or chest x-ray results
6. Evaluations / Appraisal for the last three years.
7. Other (give details) _____

Your prompt assistance and cooperation is greatly appreciated. Should you have any questions please feel free to contact Tracy Quinney, Superintendents Secretary, at 361-998-2542.

Sincerely,

Richard Wright
Superintendent of School

Please mail documents to:

Agua Dulce ISD
Attn: Tracy Quinney
PO Box 250
Agua Dulce Texas, 78330

Created: 8/15/09
Revised 4/27/20