



GODLEY INDEPENDENT SCHOOL DISTRICT
313 N. PEARSON • GODLEY, TEXAS 76044

Service Record Request Form

Date: _____

Employee Name: _____
(as it would appear on record at the time of employment.)

SS#: _____

Phone: _____

Email: _____

Employee Status:

Current

Former - Position: _____

How would you like to receive the document(s)?

Pick up from Human Resources

Email: _____

Mail (address below)

District / Name: _____

Attn: _____

Address: _____

City/State/Zip: _____

Documents Requested:

Original Service Records (Please allow 30 business days for processing after your last paycheck has been received)

Copy of Service Records (for current employees, does not include current school year)

College Transcript (originals may be released upon separation)

Other: _____

I authorize Godley ISD to release my records per the information provided above.

Printed Name of Employee

Signature of Employee

*Please complete this form and email it to:
Lori Leyva
lleyva@godleyisd.net*