



**Fabens Independent School District
Human Resources Department**

SERVICE RECORD REQUEST

All former and existing Fabens ISD employees must fill out a Service Record Request Form in order to request their Service Records from the district.

PLEASE ALLOW UP TO 30 BUSINESS DAYS (from the date requested) FOR YOUR REQUEST TO BE PROCESSED.

Name: _____ **SSN (last 4 of SSN):** _____

Cell Phone #: _____ **Home Phone #:** _____

Personal E-Mail Address: _____

SERVICE RECORD PURPOSE:

- Employment with another District**
 Continuing Education (*Unofficial record will be provided*)

DELIVERY METHOD:

- Pick-up document(s) at**

Fabens Independent School District
821 NE "G" Ave
Fabens, TX 79838

Note: An email notification will be send out when Service Record is ready for pick-up.

- Mail to home address:**

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

- Mail to District/University address:**

District/University Name: _____

Attention: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____