



**Service Record Request Form  
Current / Former Employees**

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Name(print): \_\_\_\_\_ Social Security #: XXX-XX- \_\_\_\_\_

Other Name(s) Records May Be Under: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Current Employee \_\_\_\_\_ Current Separation Date: \_\_\_\_\_

Former Employee \_\_\_\_\_ Dates employed (YYYY-YYYY): \_\_\_\_\_

**Mail To:**

**OR**

**Email To:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_ **Employee Pick Up**

Original Service Records \_\_\_\_\_

Original Transcripts \_\_\_\_\_

My signature below authorizes the release of my records as indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send this completed form to [mkopp@kisd.org](mailto:mkopp@kisd.org). For questions regarding this request, contact Michelle Kopp, Human Resources Administrative Assistant, at (903) 988-3900 ext. 2004 or email [mkopp@kisd.org](mailto:mkopp@kisd.org).

\*Service records for the current year are made available after July 1 of each year.

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