



# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

Service Record Request

Date: \_\_\_\_\_

Name: ( PLEASE PRINT)

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Former Names Position(s) Held

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Email

\_\_\_\_\_  
Employee Number / Social Security Number

\_\_\_\_\_  
Signature

Hold for Pick Up

Mail to: District: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

If mailing to a school district provide contact information (name & phone number)

Districts are required to provide service records within 30 days of the request (TEC21.4031)

HR USE ONLY

Sent certified on: \_\_\_\_\_