



DUNCANVILLE

INDEPENDENT SCHOOL DISTRICT

Writing success stories, one student at a time.

710 S. Cedar Ridge
Duncanville, Texas 75137

Phone: 972-708-2000

E-mail: hrinbox@duncanvilleisd.org

EMPLOYEE RECORDS REQUEST

Please e-mail this form to hrinbox@duncanvilleisd.org.

Name: _____ Social Security No: _____

Contact Information

Street or P.O. Box:	City:	State:	Zip Code:
Phone Number:	E-mail Address:		

NOTE:

Processing of any service records may take up to 30 business days from the date of the request. End of year service records will be processed at the end of July.

Position: _____ Start Date: _____ End Date: _____

Current Employee

- Service records will not include the current school year if the year is in progress.
- The record will not be an official service record.
- As a current employee, the document will be a copy.

Former Employee

- Service records requests from employees not returning for the next school year will be processed at the end of July.
- Former employees will only receive certified copies if originals were previously provided.

Delivery Method (Please select only one option):

Pick-up

Telephone Number to call when ready for pick-up: _____

E-Mail

New District's E-mail Address: _____

To be considered an official service record, the document must be e-mailed directly to your new district's Human Resources Department.

Mail

Name: _____

Street, or P.O. Box: _____

City, State, Zip: _____

Signature

Date

(By typing my name above, I am verifying the information is correct, and electronically signing this request)

FOR HUMAN RESOURCES USE ONLY

Date Request Received:	Date Request Completed:	Completed By:
Delivery Method:		
<input type="checkbox"/> Picked up by: _____		
<input type="checkbox"/> E-Mailed to: _____		
<input type="checkbox"/> Mailed to: _____		