



New Hire Records Request Form

*Newly hired employees will need to send this request to their previous school district.

Date of Request: _____

School District / Educational Organization Previously Employed

Name(s) employed under - PRINT

Last 4 digits of SSN: _____ Dates employed (YYYY-YYYY): _____

Please mail items checked below to:

Kilgore ISD
Attn: Human Resources
301 N. Kilgore St.
Kilgore, TX 75662

Original Service Record _____

Original Transcripts _____

Signature

Date

For questions regarding this request, please contact Michelle Kopp, Human Resources Administrative Assistant, at (903) 988-3900 ext. 20004 or email mkopp@kisd.org.