



# CLINT INDEPENDENT SCHOOL DISTRICT Request for Personnel Records

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Phone/Contact Number

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Position

**INFORMATION BEING REQUESTED** *[Please allow up to 30 business days for processing]*

Service Record(s) ~ (Including prior districts)

- Copy
- Original *(only available upon resignation)*

**SELECT ONE OPTION BELOW FOR THE DELIVERY OF DOCUMENTS**

Pick up *(HR Department will call when documents are ready)*

Mail to:

Name of District:	
Address:	
City, State, Zip:	
Contact Name:	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

For any questions regarding your service records, please contact:  
 Yolanda Perez at 915/926-4067 or via email at [yolanda.perez1@clint.net](mailto:yolanda.perez1@clint.net)  
 For Office Use Only

Date Received	Date Mailed:	Date Picked Up:	Processed By:



Together...  
*We Build Tomorrow!*

**DEPARTMENT OF HUMAN RESOURCES**  
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