



Service Record Request Form Current / Former Employees

Name(print): _____ Social Security #: XXX-XX- _____

Other Name(s) Records May Be Under: _____

Telephone #: _____ Email: _____

Current Employee ☐ Pending Separation Date: _____

Former Employee ☐ Dates employed (YYYY-YYYY): _____

Mail To:

OR

Email To:

District: _____

District: _____

Name: _____

Name: _____

Attn: _____

Email: _____

Address: _____

City, State, Zip: _____

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 Angela Rhoads, Coordinator of Human Resources, arhoads@kisd.org. For questions regarding this request, contact Ms. Rhoads at (903) 988-3900 ext. 2045 or email arhoads@kisd.org.

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

-----Preparing Today's Students for Tomorrow's Opportunities-----

301 N. Kilgore St, Kilgore, TX 75662 · (903) 988-3900 · fax: (903) 983-3212 · www.kisd.org