



**GODLEY INDEPENDENT SCHOOL DISTRICT**  
313 N. PEARSON • GODLEY, TEXAS 76044

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## Personnel Records Request

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

Employee Name \_\_\_\_\_  
(as it would appear on record at time of employment.)

SS#: \_\_\_\_\_

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

Email: \_\_\_\_\_

### Employee Status:

Current

Former - Position: \_\_\_\_\_

### How would you like to receive the document(s)?

Pick up from Human Resources

Email: \_\_\_\_\_

Mail (address below)

District / Name: \_\_\_\_\_

Attn: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

### Documents Requested:

Original Service Records (Please allow 30 business days for processing and/or after your last paycheck has been received)

Copy of Service Records (for current employees, does not include current school year)

College Transcript (originals may be released upon separation)

Other: \_\_\_\_\_

I authorize Godley ISD to release my records per the information provided above.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

*Please complete this form and email it to:  
Lori Leyva  
lleyva@godleyisd.net*