

LA VEGA INDEPENDENT SCHOOL DISTRICT

400 E. Loop 340, Waco, Texas 76705 • (254) 299-6700 • Fax (254) 799-8642

REQUEST FOR COPIES OR ORIGINAL PERSONNEL RECORDS

Date of Request: _____

SSN: _____

Date of Birth: _____

Name: _____
Last First Middle Former

If documents are to be mailed, please complete the information below providing a complete mailing address.

All requests for current La Vega ISD employees will be processed within 5-7 business days, except for employees who are resigning at the end of the current school year. For those employees that have currently resigned with La Vega ISD, your request will take a minimum of 30 days from the date your request is received by Human Resources.

INFORMATION TO BE RELEASED:

☐ TO ☐ FROM ☐ SELF

INFORMATION TO BE RELEASED:

☐ TO ☐ FROM

School/Agency

La Vega Independent School District

Attn: Human Resources

400. E. Loop 340

Waco, Texas 76705

Address

City State Zip

ITEMS REQUESTED:

- ☐ Service Record(s)
- ☐ Teaching Certificate
- ☐ Transcript(s)
- ☐ Appraisals/Evaluations
- ☐ PDAS Certificate
- ☐ Highly Qualified Documents
- ☐ Other (Please specify.) _____

Signature

Date

Records mailed/picked up on _____

Records Request/Oct 13