



EMPLOYEE RECORDS REQUEST

605 East Broad Street
Mansfield, Texas 76063

Phone: (817) 299-6300
Fax: (817) 473-5488

* Indicates Required Fields

Employee Name *	<input style="width: 150px;" type="text"/> First <input style="width: 150px;" type="text"/> Last
Prior Name	<input style="width: 150px;" type="text"/> First <input style="width: 150px;" type="text"/> Last
Social Security*	<input style="width: 150px;" type="text"/> (Format: XXX-XX-XXXX)
Employee ID	<input style="width: 100px;" type="text"/>
Phone#*	<input style="width: 150px;" type="text"/> (Format: XXX-XXX-XXXX)
Delivery Method*	<p>Mail To Address Below Pick Up (Notified By Phone When Available)</p> <p>Personal Address District Address</p> <p> <input style="width: 150px;" type="text"/> District Name <input style="width: 150px;" type="text"/> Attn To </p> <p> <input style="width: 300px;" type="text"/> Street </p> <p> <input style="width: 150px;" type="text"/> City </p> <p> <input style="width: 80px;" type="text"/> State <input style="width: 80px;" type="text"/> Zip </p>
Employee Type*	<p>Current Employee <input style="width: 150px;" type="text"/> Campus</p> <p>Substitute <input style="width: 80px;" type="text"/> Years Employed (Required) * (Format: YYYY-YYYY)</p> <p>Former Employee <input style="width: 80px;" type="text"/> Date Separated (Required) * (Format: MM/YYYY)</p>
Document(s) Requested*	<p>Service Records</p> <p>Transcripts</p> <p>Substitute Service Records <input style="width: 80px;" type="text"/> Years Employed (Required) * (Format: YYYY-YYYY)</p> <p>Other Documents</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>