



Records Request Form

Please complete the following form. Scan the completed form and email to HRCustomerService@aisd.net.

Name: _____

Other Name(s) Records May Be Listed Under: _____

Social Security #: _____ Employee ID Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Current Employee: ____ Yes ____ No Assignment: _____

Former Employee: ____ Yes ____ No Separation Date: _____

Check the Document(s) Requested

Service Records: ____ Verification of Employment Letter: ____ Transcripts: ____

Other (Be Specific): _____

If Verification of Employment Letter is requested, do you want pay information included? ____ Yes ____ No

Copies will be provided for current employees. Originals can only be surrendered upon separation from the district and after sick days are recorded in payroll.

Please Note: You must print copies of your PDAS/TTES appraisals from Eduphoria before being exited from the system. These records are not kept at Human Resources.

Please Check One of the Following:

_____ Mail Records to the Address Above

_____ I will pick up records at the Human Resources Office. A Human Resources Customer Service Specialist will call when the requested records are ready. Records not picked up within 30 days will be returned to file and will need to be requested again.

Signature

Date