



Service Record Request Form

Please complete the following form. Scan the completed form to:

HRServiceRecords@aisd.net

Name: _____ AISD Employee ID #: _____

Other Name(s) Records May Be Under: _____

Social Security #: _____ Telephone #: _____

Mail To:

OR

Email To:

Name: _____ Name: _____

Address: _____ Email Address: _____

City, State, Zip Code: _____

Current Employee Former Employee

Is Request for Higher Learning Purposes? Yes No

Original Hire Date: _____ Current Separation Date: _____

Current Service: Start Month/Year _____ to End Month/Year _____ Position: _____

Former Service: Start Month/Year _____ to End Month/Year _____ Position: _____

Official Service Records requests are not available with current year information until 30 days after the resignation date or until the Payroll Department has finished processing your final paycheck.

University transcripts will need to be requested from the University. Only Arlington ISD service records are provided; service records from prior school districts must be requested from that school district. Requests are processed in the order that they are received and can take up to 30 business days to process.

Signature: _____ Date: _____