



## Service Record Request Form

Please complete the following form. Scan the completed form to:  
[HRServiceRecords@aisd.net](mailto: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

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: \_\_\_\_\_