



EAGLE MOUNTAIN-SAGINAW ISD DOCUMENT REQUEST

Printed Name of Person

Making Request: _____

SSN- Last 4: _____

Phone Number: _____

***Please be advised, original records may not be released until an exit survey is completed.**

Have you already resigned from EM-S ISD? (Check one) Yes No

If yes, what was the date of your last employment? _____

I am requesting the following original document(s) from my EM-S ISD personnel file:

(Check all that apply)

- Service Record
- Transcript
- Other _____

SELECT ONE OPTION BELOW:

I will come to Human Resources to pick up the documents. Please allow up to 30 days for processing. Service records will not go out until after Payroll finalizes your state days. **Please call 817-232-0880 before pickup** to ensure the requested documents are ready.

OR

I request the documents be mailed to the following location:

Name/Organization: _____

Address: _____

City/State/Zip: _____

Employee Signature

Date

Send the Completed Form To:

Eagle Mountain-Saginaw ISD
Human Resources
1200 Old Decatur Road
Fort Worth, TX 76179
FAX: 817-232-3596

HR signature and date completed

Employee signature and date picked up