



College Station ISD
SERVICE RECORD REQUEST FORM
 HR Phone: 979-764-5411 FAX: 979-764-5472



It is the district's policy to prepare one original service record. If CSISD has already provided you with an original service record, please contact the school district where you were most recently employed to obtain that original.

RETURN COMPLETED FORM TO: lvonrosenberg@csisd.org or Fax 979-764-5472

Name: _____ Date: _____

Any other names under which you were employed: _____

Last 4 digits of your social security number: _____

Position: _____ Campus: _____

Home/Cell Phone: _____ Personal Email address _____

Reason for Service Record Request (i.e. Resignation, Graduate School, TRS, Retirement, etc.)

If you are a current employee have you submitted your resignation? Yes _____ No _____
 (If leaving the district resignation must be turned in to Human Resources before processing)

When was/is your last date of employment _____

If you are leaving the District prior to the end of the school year, your records will be available once your final payout has been made and your leave balances have been updated. If you complete the FULL CURRENT YEAR of employment and will not return for the coming year, your service records WILL NOT be available until the end of the year processing has been completed (first week of July).

DOCUMENT REQUESTED: **Service Record** **Official College Transcript**

DELIVERY METHOD:

- Mail to Address Below (you will receive email confirmation)
- Pick Up (We will notify you by phone or email when ready)

NAME **OR** SCHOOL DISTRICT _____

If MAILING TO A SCHOOL DISTRICT: Attention to: _____

Address _____

City/State/Zip _____

Signature _____

(Form must be signed to process request)

If mailed you will receive an email stating it has been mailed.

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| FOR CSISD USE ONLY Date mailed or picked up _____ Notified by email _____ |
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