

Service Record Request Form

Records will generally be available 30 days after the last day of employment or 30 days after the request form is received, whichever is later. Records for END OF YEAR resignations will not be available until early to mid August and will be processed in the order in which they are received.

Date						
Current EmployeeYes		Yes	No	Employee ID #		
Name	e First		MI		1:	ast
					<u> </u>	ust
Adare	essStreet			City	State	Zip
Phone	e		Email Addres	SS		
Please	e specify delive	ery method				
Mail:		Email: 🗌	Pick	k up: 🗌		
Additi	ional Instructio	ns				
Signature					Date	
Retur	n completed fo	orm with signa	ture and date	to:		
Mail	McKinney ISI Human Reso # 1 Duvall McKinney, Te	urces Departm	nent			
	OR					

Email: servicerecords@mckinneyisd.net