



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
1450 Gillette Boulevard, San Antonio, Texas 78224
Telephone (210) 977-7040 ~ Fax (210) 939-6123**

Request for Copies or Original Service Records

This form is to be used by current or former employees only and should not be used for open record requests. Please complete and submit by email, mail or fax. Should you need assistance completing this form, please contact Human Resources at 210-977-7040.

Mail Request to: South San Antonio ISD, Human Resources Department, 1450 Gillette Blvd, San Antonio, TX, 78224. **Email Requests to:** servicerecords@southsanisd.net **or Fax Requests to:** 210-939-6123.

***ALL EFFORTS WILL BE MADE TO EXPEDITE REQUESTS.
HOWEVER DISTRICTS ARE ALLOWED 30 DAYS TO PROCESS REQUESTS.**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

First Name _____ **Last Name** _____

Social Security No.: _____ - _____ - _____ **Phone No.:** _____

South San Position _____

Date of Employment: from _____ **to** _____ **Was there break in service: Yes** _____ **No** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Employee Type:

Check Documents you are requesting:

____ Current Employee
____ Former Employee

____ Service Records (*See below)

Check which applies & fill in:

____ Please fax my document(s) to: (____) _____

University/Program/Employer Name: _____

____ Mail the documents(s) to the subsequent employer.

*If not resigning, please list the University or Program the document(s) need to be mailed:

Mailing address for University/Program/Employer: _____

Employee Signature: _____ **Date:** _____

For office use only:		
Date Received: _____	Picked up – Requestor was notified	Mailed on: _____
Completed by: _____	Documents were read on: _____	Faxed on: _____
Comments:		