



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

Service Record Request Form

Current and former district employees may use this form to request official service records for Socorro ISD employment. All service record request forms will be processed in the order received. Please note some records may require additional research and or time to complete and could take up to 30 days to be produced. The current school year is not reflected on the service record until the end of the school year June 30th and or after the employee has resigned or retired from Socorro ISD.

If you recently resigned, your official service record will not be generated until after your final check with the Socorro Independent School District. The service record will have fully captured and calculated your leave balance at this time. Service records may be picked up in person at the Department of Human Resources, mailed to the address specified on the request form, or emailed directly to **another school district**.

To submit a request, please complete the following fields as thoroughly as possible. Once a request has been submitted, it is not necessary to submit duplicate or additional requests for the same record. If any information on the request has changed while it is waiting to be processed or if you have any additional questions, please contact our office by phone at 915-937-0231, via email at servicerecords@sisd.net.

Please Print.

Name of employee on Personnel Records Phone No. _____

Other name(s) service records may be listed under SISD Employee ID No. _____

Campus/Department Position/Title _____

Have you already resigned from Socorro ISD? Yes No

If "YES" what was your last date of employment? _____

Check all that apply.

I request that the documents be emailed to: _____

I request that the documents be sent via mail to: Name: _____

Mailing Address: _____

City, State, Zip: _____

Hold For Pick Up at Dept. of Human Resources

Employee Signature Date _____

NOTICE: Please submit completed form to servicerecords@sisd.net. Districts are required to provide service records within 30 days of the date of the request (TEC21.4031). Omission of requested information listed above may delay the response.

Office Use Only: _____