

Mexia ISD Employee Records Request Form

To request employee records from your personnel file maintained by Mexia ISD you **MUST** fill out this form **(A 24 hour advance is needed for all requests)**. Please allow seven business days for the request to be processed. During our peak season (Jun-Aug) requests can take approximately 7-14 business days. You may bring this form by our office, email to skillingsworth@mexiaisd.net or fax it to 254-562-5508.

Documents That Can Be Requested:

- Service Records
- Substitute Service Records
- College Transcript
- Resume
- Employee Evaluation

If you have questions, please contact the Human Resources Department at (254) 562-4000.

Employee Name: _____

First

Last

Previous Name: _____

First

Last

Social Security #: _____

Phone #: _____

Address: _____

Type of Documentation Requested: _____

Employee Type (Please Circle One): Current Employee Substitute Former Employee

Former employees – Please give the dates you were employed with Mexia ISD.

Delivery Method (Please Circle One): Mail to address above Pick Up

Mail to another school district

District Name: _____

District Address: _____
