

Dayton Independent School District
Request for Records

Printed name of Employee _____ Signature _____

Date request is submitted _____ Social Security # _____

Telephone # _____

Items requested

_____ Service Record

_____ Transcripts

Service records will be available for pick up beginning Wednesday July 5, 2017. Your original documents will need to be picked up from the administration building and you will be required to sign a document stating you received them.

If you would like personnel services to electronically send your Dayton ISD service records to your new school district, please provide us with a valid Human Resources/Personnel Contact Name and email address for your new employer.

Name: _____

Email Address: _____

If someone else will pick up your records from the Administration Building:

Name of person who will pick up the requested records: _____

Date In which they will pick up records: _____

Personnel Department Use Only

Date request received: _____

Date request mailed: _____

Date request picked up: _____

Who picked up request: _____

Notes: _____