



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 Employee \_\_\_\_\_ Yes \_\_\_\_\_ No Employee ID # \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please specify delivery method

Mail:  Email:  Pick up:

Additional Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form with signature and date to:

Mail McKinney ISD  
Human Resources Department  
# 1 Duvall  
McKinney, Texas 75069

OR

Email [VHUYLF@mcKinneyISD.net](mailto:VHUYLF@mcKinneyISD.net)