

FORT BEND INDEPENDENT SCHOOL DISTRICT  
Human Resources Department

Employee Records Request Form

Date: \_\_\_\_\_ Resign/Term Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Other Name Used: \_\_\_\_\_ Employment Dates: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

There are three types of service records we can generate, depending on the purpose and need. Please indicate below which one pertains to you.

- ☐ Copy      *Purpose: Personal*  
☐ Unofficial      *Purpose: Certification programs, universities, etc.*  
☐ Official      *Purpose: Moving to new district, resigning, retiring, etc.*

Indicate which of the following information you will need. **(Originals sent only when employment inactive.)**

☐ Service Records    ☐ Transcripts    ☐ Certificates    ☐ Other \_\_\_\_\_

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**Please select one of the three options below.**

☐ I will pick up the records when ready.

☐ I would like to have the above indicated information mailed to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

☐ I would like to have my information faxed to (*for unofficial copies*):

\_\_\_\_\_  
University

\_\_\_\_\_  
Attn:

\_\_\_\_\_  
Fax #

Employee Records Requests may be submitted online, mailed, or faxed to: Human Resources Attn: Records  
Fax Number: (281) 634-1707. If you are requesting to pick up the records, we will contact you at the number provided once the records are ready.

Signature of Employee \_\_\_\_\_

By typing your name above, you verify that you are the employee.

**Records Request Forms are processed as quickly as possible and in the order received. We thank you for your patience.**