



WESLACO INDEPENDENT SCHOOL DISTRICT
Human Resources Department
319 West 4th Street | P.O. Box 266
Weslaco, TX 78599

Telephone: (956) 969-6619 Fax: (956) 969-6940



Dr. Dino Coronado,
Superintendent of Schools

EMPLOYEE REQUEST FORM

FIRST NAME	MIDDLE NAME	LAST NAME
SSN / EMPLOYEE ID#	WORK PHONE NUMBER	HOME / CELL PHONE NUMBER
CURRENT DEPT. / CAMPUS & POSITION		

CHANGE REQUEST

Please note that if you are changing your name, phone number or address, you must report the change to the following departments: Human Resources Department, and Insurance Department

CURRENT NAME	NEW NAME
CURRENT PHONE NUMBER	NEW PHONE NUMBER
CURRENT ADDRESS / CITY, STATE & ZIP CODE	NEW ADDRESS / CITY, STATE & ZIP CODE

IF NO LONGER WITH DISTRICT WE ALSO REQUIRE DATE OF BIRTH:

_____/_____/_____
MONTH DAY YEAR

OTHER REQUESTS: Place a checkmark (✓) in the box to indicate your request (only copies will be provided)

- ☐ SERVICE RECORD ☐ CONTRACT ☐ PREVIOUS EVALUATION ☐ TRANSCRIPTS
☐ STATEMENT OF EMPLOYMENT ☐ WAGES
☐ OTHER (EXPLAIN): _____

Employee's Signature (Electronic Signature Accepted)

Date

NOTE: COMPLETED FORMS CAN BE EMAILED OR DELIVERED TO THE HUMAN RESOURCES OFFICE

FOR OFFICE USE ONLY:		
Date Received: _____	Date Processed: _____	Initials: _____

Revised April 2022

The Weslaco Independent School District is an equal opportunity employer and does not discriminate against any applicant on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.