



AZLE ISD DOCUMENT REQUEST

Printed Name of Person (Please give the last name at the time of employment with Azle ISD; if applicable)
Making Request: _____

SSN- Last 4: _____

Phone Number: _____

***Please be advised, original records may not be released until an exit form or resignation letter has been provided to the Human Resources Office prior to your request.**

Have you already resigned from AZLE ISD? (Check one) Yes No

If yes, what was the date of your last employment? _____

I am requesting the following original document(s) from my AZLE personnel file:

(Check all that apply)

- Service Record
- Transcript
- Other _____

SELECT ONE OPTION BELOW:

I will come to Human Resources to pick up the documents. Please allow up to 30 days for processing. Service records will not go out until after Payroll finalizes your state days. **Please call 817-444-2368 before pickup** to ensure the requested documents are ready.

OR

I request the documents be mailed to the following location:

Name/Organization: _____

Address: _____

City/State/Zip: _____

Employee Signature

Date

Send the Completed Form To:

AZLE ISD Human Resources Attn:
Diane Eversole or Janette Beam
300 Roe Street
Azle, TX 76020

HR signature and date completed

Employee signature and date picked up