



Request Form for Service Record, Transcript, Appraisal, Educational Aide Certificate and Educational Aide HQ Documentation

Employee Name: _____

ECISD Employee Identification Number: _____ or SSN: _____

Position: _____ Campus/Department: _____

Home/Cell Phone: _____ Office Phone: _____

Have you already resigned from ECISD? (Check one) YES NO
(You must be resigned/retired from ECISD to receive original service record)

If "YES" what was your last date of employment? _____

I am requesting a copy of the following document(s) from my ECISD personnel file: (Check all that apply)
 (Copies only)
 (3 yrs. will be given, if applicable)

Service Record _____ Transcript _____ Appraisal(s) (Provided for *Former Employees Only*) _____

Educational Aide Certificate _____ Educational Aide Highly Qualified Documentation _____

SELECT ONE OPTION BELOW: (Please Print Clearly)

I will come to the Office of Human Resources to pick up the documents.
(You will receive a phone call when documents are ready for pick up)

OR...
 I request the documents be mailed to the following location:

Organization: _____ Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Employee Signature: _____ Date: _____

(FORM MUST BE SIGNED TO PROCESS REQUEST)

Please allow up to 30 days for processing during the summer months

Send the completed form to the attention of the appropriate person below by mail, fax or e-mail.

Professional Employees:
Lisa Miller
 Phone (432) 456-9356
 E-mail:
Lisa.miller@ectorcountyisd.org

Secondary Employees:
Michelle King
 Phone (432) 456-9355
 E-mail:
michelle.king@ectorcountyisd.org

Mail: P.O. Box 3912
 Odessa, Texas
 79760-3912

Fax: (432)456-9358

Elementary Employees
Sandra Talavera
 Phone (432) 456-9354
 F-mail:
Sandra.talavera@ectorcountyisd.org

Paraprofessional Employees:
Violeta Cisneros
 Phone (432) 456-9350
 E-mail:
violeta.cisneros@ectorcountyisd.org

For ECISD use only
 Date Logged In _____ Initials _____
 Date Mailed/Picked up _____ Initials _____