



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