



Service Record Request Form

(Please print clearly)

Employee Name: _____ Campus: _____

Job title: _____

Date: _____	Last day to work: _____
DOB: _____	Last 4 SS #: _____
Phone #: _____ (Cell/Home)	Home email address: _____

Service Record Distribution Timeline

A resignation during the school year – It will be sent after your last paycheck.

A resignation at the end of the school year – It will be sent after you have worked your last day and all employee accruals have been finalized. Accruals begin to be finalized in July.

Please choose **ONE** option for service record distribution:

1. New TX School District: (It will be sent to the HR email and the employee home email.)

New School District Name: _____

New District HR Contact Name: _____

New District HR Email Address: _____

2. Employee: (It will be sent to the employee.)

If moving **out of state for a new educational position, please check with the State Department of Education or new district; for the years of service forms that would need to be completed by Katy ISD.*

Mailing Address: (Address you will reside starting in July)

