



## Exit Paperwork - Service Record Request Form

(Please print clearly-name as listed on SS card)

Employee Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Job title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

DOB: \_\_\_\_\_ Start Date (MM/YR): \_\_\_\_\_

Phone # : \_\_\_\_\_ End Date : \_\_\_\_\_

Last 4 of SS#: \_\_\_\_\_ Home Email Address: \_\_\_\_\_

### Service Record Distribution Timeline:

**A resignation during the school year** - After your last paycheck.

**End of the School Year Resignation**-All record requests will be processed per the information you provide below. The summer distribution of records begins late July and runs until completed, which can go into the new school year, depending on volume and when the request was received.

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

1.New TX School District: (Service Record will be scanned directly to the HR email below and the employee will be copied on the email.

**New School District Name:** \_\_\_\_\_

**New District HR Contact Name:** \_\_\_\_\_

**New District HR Email Address:** \_\_\_\_\_

OR:

2. \*Employee: Sending directly to 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)

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