

**LAMPASAS INDEPENDENT SCHOOL DISTRICT**

**HUMAN RESOURCE DEPARTMENT**

**REQUEST FOR EMPLOYEE DOCUMENTS**

**Employee Name**: **Email**:

**Home Phone**: **Cell Phone**:

**Employee Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How would you like to receive your requested documents?** *(circle one)* **Mail Pick-up**

**Employee Signature**:

**Please indicate the type of documents you are requesting:**

* *If requesting a District Certificate of Loan Forgiveness, please attach the full application to this request.*
* *If requesting Employment Verification for a loan, please have your lending institution send their verification request form to us for completion.*

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***Please allow 10 business days to process your request from the date that it is received by Human Resources***

**Submit the completed form to:**

 Terry Morphis morphist@lisdtx.org (email)

 Sherry Birck bircks@lisdtx.org (email)

 Human Resource Department (512) 564-2848 (phone)

 207 W. 8th Street (512) 556-3126 (fax)

 Lampasas, TX 76550

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| **LISD Office Use Only**Request Received \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date Mailed/Picked Up \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date Initials Date Initials Updated: 7/2019 |