



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.*

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

Submit the completed form to:

Ashley Trant
Human Resource Department
207 W. 8th Street
Lampasas, TX 76550

tranta@lisdtx.org (email)
(512) 564-2848 (phone)
(512) 556-3126 (fax)

LISD Office Use Only

Request Received _____ Date _____ Initials _____ Date Mailed/Picked Up _____ Date _____ Initials _____

Updated: 7/2019