



LAMPASAS INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCE DEPARTMENT

REQUEST FORM FOR SERVICE RECORDS

Complete Request Form and submit to:

Whitney Walker
Director, Human Resources
207 W. 8th Street
Lampasas, TX 76550

walkerwh@lisdtx.org (email)
512-556-6224 (phone)
512-556-3126 (fax)

Employee Name: _____

Email: _____

Home Phone: _____

Cell Phone: _____

Employee Signature: _____

Campus: _____

Please send records to:

Organization: _____

Attention: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

_____ **SERVICE RECORDS** *(Pursuant to Texas Education Code 21.4031, service records will be provided within 30 days after the date of the request or the last day of employment; whichever is later.)*

_____ **OTHER:** _____

LISD Use Only

____ Requested by District ____ Requested by Individual

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

Updated: 6/2020