



Please allow 10 business days for processing all Records Requests.

1. Complete the top portion of the form with your personal information.

- You will need to list your email address (personal or district) in the "email address" portion. **\*Please make sure that this is a current email address where you can be contacted.\***

Employee Information

First Name: \* [ ] Middle Name: [ ] Last Name: \* [ ]

Social Security Number: \* [ ] Phone Number: \* [ ] Employee ID: [ ]

Employee Type \* [ ]

Email Address: \*  
Please enter your Denton ISD or Personal Email Address.  
[ ]

2. Make your selection if you are a current or previous employee.

- If you choose "previous employee" an additional box will open for you to complete.

Are you a current or previous employee? \*

If you are a current employee, only copies are available.

Current Employee

Previous Employee

What year did you begin working for Denton ISD? \* [ ]

What year did you resign from Denton ISD? \* [ ]

3. List all campuses that you have worked for in Denton ISD (Please make sure to list each campus individually)

- If you need to add additional campuses and years, you will click "Add Additional Campuses".

List all campuses that you have worked at with Denton ISD, starting with the most recent, and the year(s) that you worked there.

Campus	Year(s)
[ ]	[ ]

[Add Additional Campus](#)

#### 4. You will then select the type of document that you are requesting.

- If you choose "Loan Forgiveness", the quickest way for HR to process this information is if you upload the blank Loan Forgiveness Form directly to the Records Request. You can also email the form to recordsrequest@dentonisd.org

**Documents Requesting: \***

Service Records  
 Loan Forgiveness Form  
 Other

**You must upload your Loan Forgiveness below OR email your Loan Forgiveness Form to recordsrequest@dentonisd.org.**

#### 5. You will then select the method that you would like to receive your documents.

- If you choose "Mail", you will input the address that you would like your records mailed to.

**How do you want to receive your documents? \***

Mail  
 Pick up from HR  
 Email to personal email  
 Email to a school district

**Mailing Address \***

Street Address  
\_\_\_\_\_  
\_\_\_\_\_  
Address Line 2  
\_\_\_\_\_  
\_\_\_\_\_  
City  
\_\_\_\_\_  
State / Province / Region  
\_\_\_\_\_  
Postal / Zip Code  
\_\_\_\_\_  
Country  
\_\_\_\_\_

- If you choose "Email", you list the email address that you would like these records sent to.
  - Please keep in mind that you must be able to accept an encrypted email.
  - TEA also requires Service Records to be emailed from district to district and a district cannot accept the records if they are emailed to an employee and then turned in.

**How do you want to receive your documents? \***

Mail  
 Pick up from HR  
 Email to personal email  
 Email to a school district

**If you chose "Email", you must be able to accept an encrypted email. Keep in mind that TEA requires Service Records to be emailed from district to district and will not accept service records emailed from the employee. \***

Please enter the email address below that you would like the records sent to.

\_\_\_\_\_

6. You will then sign your FULL name in the "Employee Signature" box and "Submit" the form.

**Employee Signature: \***

Please type your FULL name in the box below.

**Today's Date:**

Date captured on form submission

Submit

7. After you submit your Records Request, HR will process your request. If there is any additional information needed, HR will contact you.

[As a reminder, please allow 10 business days for processing.](#)