



Sabine Pass Independent School District

Records Request Form

Please complete the form. You can email the form to HR at dblanton@sabinepass.net

Name: _____ Date: _____

Other Name (s) Records May Be Listed Under: _____

Social Security #: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Current Employee: _____ Yes _____ No Assignment: _____

Former Employee: _____ Yes _____ No Separation Date: _____

Check the Document (s) Requested

Service Records: _____ Certificate: _____ Transcripts: _____ Contract: _____

Verification of Employment Letter: _____

Please Check One of the Following:

_____ Mail Records to the Address Above

_____ I will pick up records at the Human Resources Office. HR personnel will notify you when the requested records are ready.

Requestor Signature

Date