



EL PASO INDEPENDENT
SCHOOL DISTRICT

Human Resources

1014 N. Stanton
El Paso, TX 79902
Phone (915) 230-2005
Fax (915) 230-0005
www.episd.org

Request for Service Records

Return form via email to hr@episd.org, fax to (915)230-0033, send through inter-district mail to Human Resources, or mail to EPISD.

Name: _____

Other name(s) records may be listed under: _____

Employee Signature (Required): _____

TEAMS ID #: _____ Last 4 #s of your Social Security #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____

I am: ☐ A current employee ☐ In the process of Resigning/Retiring ☐ Already Separated

Dates of Employment with EPISD (if known): _____

Please select one of the following:

☐ Pick-up at Human Resources.

☐ Current Employees – Sent inter-District mail, Campus/Dept.: _____

☐ Mail records to (If another School District, please include the name of the District):

☐ Fax records to (College/Company Name): _____
Fax #: _____
Attention (Individual's Name): _____

Please note the following:

The current school year is not reflected on the service record until the end of the school year, June 30th; and/or after an employee has resigned or retired from EPISD.

Copies will be provided to current employees.

Originals will only be surrendered upon separation from the District and after the employee has received their final paycheck.

Please note when transferring service records from one Texas school district to another Texas school district, you should not request them to be faxed. Texas school districts require the original service records be transferred.

Service records will not be emailed.

By law, the District has 30 days to process a request for service records. However; we will do everything possible to process your request within 10-15 days of receipt providing you are not in the process of separating from EPISD.