



Setting the Standard in Education

Plainview Independent School District

H. T. Sanchez, Ed. D.
Superintendent of Schools

Release of Original Personnel Records

Name of Employee/Past Employee: _____

Social Security Number: _____

____ To be picked up by employee

____ To be mailed to:

Attention: _____

Address: _____

City/State/Zip: _____

Records Requested:

____ Original Service Records

____ Original Transcripts

____ Other: _____

Signature of Employee / Past Employee

Date

Office Use Only

Human Resources Signature

Date