North East Independent School District

HUMAN RESOURCES · 8961 TESORO DRIVE · SAN ANTONIO · TEXAS · 78217
Phone (210) 407-0188 · Fax (210) 804-7056

REQUEST TO VIEW RECORDS

Human Resources Department

Please complete the following information and submit to the Human Resources Department. A representative of the department will be contacting you to coordinate an appointment for you to come in and view the records. If you have any questions, please call (210) 407-0482.

To view your own records, please complete the following information:

Name:_____

SSN No: _____

Phone No: _____

Please select your status with NEISD:

☐ Current Employee
☐ Former Employee
☐ Applicant

To view records for employment verification purposes, please complete the following information:

Requestors Name: _____

Agency: _____

Phone No: _____

I am requesting to view the records of:

Name: _____

SSN No: _____

TO BE COMPLETED AT TIME OF VIEWING

As requesting party, my signature below indicates North East Independent School District has complied with my request

_____ _____

Requestor's Signature Date Human Resources Clerk Date

For office use onlv:	Date file viewed:	ID Verified? Yes / No	Release Provided: Yes / No