

La Joya Independent School District

Request for Records

In accordance with policy GBA and the Open Records Act, I hereby request that copies of the following records of La Joya ISD be made available for my inspection or duplication. I agree to pay the duplication costs at the rates adopted by the Board. (Fee 10¢ per copy)

Request Process time is within 10 business days.

_____ Complete Personnel File

_____ Service Records

_____ Professional Contract Years _____

_____ Letter of Assurance Years _____

_____ Evaluations Years _____

_____ Official Transcript

_____ TB Skin Test

_____ Employment Verification Letter

_____ Other: _____

Requested by: Name: _____

Current Employee: Employee Number _____ Position: _____

Previous Employee: Social _____ Position: _____

Non Employee

Address: _____
Street, Box # City State Zip

Date of Request: _____ Phone: _____

Cell: _____

Reviewed by: _____ Date: _____

This completed form shall be presented to the custodian of public records for La Joya ISD.