



Life School

Service Record Request

Please allow a minimum of 10 working days for preparation –

Date:	
Full Name:	
SSN:	
Phone #	
Campus:	
Date of Resignation:	
Requested Records:	

SELECT ONE OPTION BELOW:

- Pick up: Life School Central Office (Please note: we will notify you when the records are ready to be picked up.)
- Mail to:

Name:	
Address:	
City, State, Zip	

*NOTE: all **unsigned** service records will be mailed to your address on file with instructions for verifying and returning.

Employee Signature (FORM MUST BE SIGNED TO PROCESS REQUEST)

Date

Please submit this form to Human Resources via:

- Fax: 469-850-5434
- Scan and e-mail to: Devonne.hutson@lifeschools.net
- Mailing address:

Life School
Attn: HR Department
132 E Ovilla Rd, Suite A
Red Oak, TX 75154

Date Received:	Date Mailed/Delivered:
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