



Please scroll down to second page for instructions.

| Section 1 - Requestor's Info: |                     |
|-------------------------------|---------------------|
| Requestor:                    | Requestor Title:    |
| Phone Number:                 | Campus/ Department: |

| Section 2 - Employee Record Request: |                   |               |
|--------------------------------------|-------------------|---------------|
| Last Name:                           | First Name:       | Middle:       |
| DOB:                                 | Last 4 of Social: | Date of Exit: |
| Box of Possible Location:            |                   |               |
| Additional Note:                     |                   |               |

| Section 3 - Student Record Request: |  |                       |
|-------------------------------------|--|-----------------------|
| Last Name:                          | First Name:  | Student ID#:          |
| DOB:                                | Last 4 of Social:  | Last Campus Attended: |
| Last Year Attended:                 | Grad: <input type="checkbox"/> Yes <input type="checkbox"/> No |                       |
| Box of Possible Location:           |  |                       |
| Additional Note:                    |  |                       |

| Section 4 - Miscellaneous Records Request: |                  |
|--|------------------|
| Campus / Department:                       | Box Description: |
| Fiscal Year(s):                            | Record Files:    |
| Additional Note:                           |                  |

E-Delivery Completion      Date: \_\_\_\_\_

\_\_\_\_\_

Delivered by                      Date

\_\_\_\_\_

\_\_\_\_\_

Received by                      Date

\_\_\_\_\_

Picked up by                      Date

Released by                      Date



Clint Independent School District  
Intra-District Records Request Form



Please scroll down to second page for instructions.

This form is used for warehouse records request within the district. The request could be for either for an Employee Record Request, Student Record Request or a Miscellaneous Record Request. Please fill out the corresponding section information.

- Section 1 – is used to identify the individual making the request.
- Section 2 – identifies information for an Employee Record Request
- Section 3 – identifies information for a Student Record Request. Please keep in mind that the district only retains student records for 5 school years for student withdrawals for K-8.
- Section 4 – identifies information for a Miscellaneous Record Request. Example: Business, Accounts Payable, Travel)

When submitting your request:

- Please attach this document to your email and email it to [recordsrequest@clint.net](mailto:recordsrequest@clint.net)

Delivery Method:

- The delivery method will vary dependent on the volume of the request.

If you have any questions or concerns, please feel free to contact our Records Specialist at (915)926-4966.