



## 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: [Nicole.Ramon@lifeschools.net](mailto:Nicole.Ramon@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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