



Anna Independent School District

*501 S. Sherley Avenue
Anna, Texas 75409*

www.annaisd.org

Phone: 972-924-1000

Fax: 972-924-1001

REQUEST FOR PERSONNEL RECORDS

Date: _____

Employee's Name: _____

Employee name used while at Anna ISD: _____

Phone Number: _____

E-mail Address: _____

Date of service with Anna ISD: _____

Information Requested:

- _____ Original Service Record
- _____ Original Teaching Certificates
- _____ Highly Qualified
- _____ Official College Transcripts
- _____ Original Staff Development Training Certificates including PDAS

Please mail my personnel information to the address listed below:

Name of School District: _____

ATTN: _____

Address: _____

City/State/Zip: _____

If you have any questions regarding this information, please call Anna ISD Human Resources department at 972.924.1000 ext. 4055.