SERVICE RECORD • DIOCESE OF DALLAS CATHOLIC SCHOOLS OFFICE

P. O. Box 190507 - Dallas, Texas 75219

Lietzske, Angela (Walker)

Employ ee Last Name, First Name, (Maiden Name)

**** - ** - 1234 12/8/1987

Last 4 digits of SS # Birth Date

School Year	School Name	Position	% of Day Employed	No. Days	Start Date	End Date	Grade(s)	Subject(s)
24-25	Our Lady of Perpetual Help	Teacher	100%		8/4/2024	5/26/2025	PreK 4	Core
25-26	Our Lady of Perpetual Help	Teacher	100%		8/4/2026	6/1/2026	1st Grade	Core
	When entering employee name, it should be listed LAST NAME, FIRST NAME, (MAIDEN NAME) in parenthesis if different from LAST NAME. Enter only the last 4 digits of employee's social security number. Full- time employees work 100% of day, for part-time employees enter percentage of day they work. Example: employee works 18 hours a week, 18 divided by 40 hours equals 45%. For employees who work the school year, enter the exact START and END dates, for teachers that should be the first in-service to the last in-service or last day of school year. For presidents, principals, etc. who work year round enter their contract dates or July 1 to June 30. If an employee starts after school has started or leaves before the end of the school year, be sure to update that information. Enter employee's last name on tab below and click on next sheet to continue with next employee.							