



Center Independent School District

P O Drawer 1689
Center, Texas 75935
Phone:(936) 598-5642 Fax:(936) 598-1515

Preparing Students for Their Future

REQUEST FOR PERSONNEL RECORDS

I request that the following information be released to me from my employee file records with Center ISD:

- Original Teacher Service Records
Official Transcripts
Teaching Certificate(s)
Other

Delivery Method:

- I will personally pick up these records.
Please forward these records to the following address:

Attention:

*Employee Contact Number:

*Employee Social Security Number:

*Please list the name you worked under if different:

(Employee Signature) (Date)

Office Use Only

Date Received:
Date Picked up: Signature:
Date Sent: Initials: