



Wharton Independent School District
Attn: Human Resources
2100 North Fulton
Wharton, TX 77488
Phone: 979-532-6203

I would like to request the following items from my personnel file:

- _____ Official Service Records
- _____ All Original Official College Transcripts
- _____ Highly Qualified Documents
- _____ Other _____

I request to pick up my records personally on _____

I request that my records be sent directly to the following school district:

Name & Address of New District:

Should we need to contact you, please provide us with your new address and phone number:

Name: _____ Phone: _____

Address _____

City: _____ State: _____ Zip: _____

Signature

Name while in WISD district

Social Security Number

date of request

years taught in WISD

All requests will be processed within 30 days of date of written request.