



Snoqualmie Valley School District

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

Request For Transfer Of Official Documentation

(Send this form to your prior school district only if you desire them to forward your official documentation to Snoqualmie Valley.)

From: _____ **DOB** _____
(Print your full name) (Your date of birth)

I hereby give my permission to the _____ School District (“District”) to forward all official/original items indicated below to the Snoqualmie Valley School District (“SVSD”). I understand that photocopies of these documents will be maintained in my personnel file with the District, and I will hold harmless the District for transfer of these records. Please mail the documents to:

Courtney Hahn
Human Resources
Snoqualmie Valley School District
PO Box 400
Snoqualmie, WA 98065

- _____ Official Transcripts
- _____ Clock Hour Forms
- _____ Course Approval Forms
- _____ Verification(s) of Certificated Experience

Signature _____ Date _____