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.