

Palestine Independent School District

Administrative Offices

1007 E. Park Avenue ♦ Palestine, TX 75801

<http://www.palestineschools.org>

Date: _____

Attn: Personnel Department

Re: _____
(Employee Printed Name)

Phone Number

Please release the following official or original records as specified below:

- _____ Official Transcript
- _____ Original Teacher Certificate (If applicable)
- _____ Original Service Record (s)
- _____ Other (Please specify)_____
- _____ Other (Please specify)_____

Records to be:

_____ **Mailed** (Please provide address)

_____ **Picked Up**

(Please Provide Phone Number)

Employee Signature

Social Security #

Date

Signature below indicates receipt of records:

Signature

Date