

# Anacortes School District 103

2200 M Avenue Anacortes, Washington 98221

Phone: 360-293-1200 / Fax: 360-293-1222

<http://www.asd103.org>

## TRANSFER RECORDS REQUEST FORM FROM PREVIOUS SCHOOL DISTRICT

**Employee Instructions:** Please complete all information below and mail this form to your previous school district.

To: \_\_\_\_\_  
(Employee's previous school District)

Attn: **Human Resources/Personnel Office**

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

I hereby give my permission to the above named school district to forward all official documents of employment:

- **Print of credits and experience from your current system**
- Official Transcripts
- Clock Hour Forms
- Credit Approval forms (if applicable)
- Employment services record(s) from previous school districts
- Record of coaching and/or co-curricular experience (if applicable)
- Immunization records.
- Verification of employment form (attached)

I understand that photocopies of these documents will be kept with my personnel file with my previous school district, and I will hold harmless my previous school district for this transfer of records.

**Employee Print Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Forwarding District Use

The \_\_\_\_\_ School District hereby certified that the attached documents, both official transcripts and employment verification forms, are original documents that have been forwarded to the Anacortes School District #103 with the permission of the above name individual.

This transfer was completed by:

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

Please forward all official records to: Connie Sheridan, Human Resources  
Anacortes School District #103  
2200 M Avenue, Anacortes WA 98221  
Phone: (360) [293-1221](tel:3602931221)/ E-Mail to Scan: [csheridan@asd103.org](mailto:csheridan@asd103.org)