



Request for Transfer of Official Transcripts, Verification of Experience and Credits Documents

Instructions: Please complete, sign and send a copy of this form to your most recent school district Human Resources/Personnel Office. Please provide a copy to SJISD Human Resources for our records.

Requestor Name:	
Other names used:	
Address:	
Email:	
Primary phone:	
Last 4 digits of SSI:	

I hereby give my permission to **the below named school district** to mail all original copies of my official transcripts, verification of experience documents, original clock hour documents and credits earned forms to the San Juan Island School District #149. Please ensure that verification of experience with this district, as well as all other verifications for previous district in my file, are included. I understand that photocopies of these documents will remain in my personnel file with my previous school district. I will hold harmless my previous school district for this transfer of records.

Requestor signature

Date

Former District & Address ⇨

SCHOOL DISTRICT RECEIVING THIS REQUEST: PLEASE RETURN THIS FORM AND ALL APPLICABLE RECORDS TO:

San Juan Island School District
Human Resources Director
P.O. Box 458
Friday Harbor, WA 98250

Feel free to call HR directly with any questions @ (360) 370-7904 or email to hrrmailbox@sjisd.org.

THANK YOU!

P.O. Box 458 | Friday Harbor, Washington | Main (360) 378-4133 | FAX: (360) 378-6276