



## REQUEST FOR CREDENTIALS

Name: \_\_\_\_\_ Campus: \_\_\_\_\_ SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please check all documents needed.**

- \_\_\_\_\_ Texas Teaching Certificate
- \_\_\_\_\_ Teacher Service Records
- \_\_\_\_\_ Transcripts (will only remain official if sent school to school)
- \_\_\_\_\_ Last 3 appraisals
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ I am not resigning but I am requesting Xerox copies from my file.

\_\_\_\_\_ I have resigned from Pine Tree ISD and wish my documents to be mailed to my new school district at the address shown below.

\_\_\_\_\_ I have resigned from Pine Tree ISD and wish to pick up my documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **MAIL DOCUMENTS TO:**

Name or District: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_