Edmonds School District No. 15
HUMAN RESOURCES
20420 68TH AVENUE WEST
LYNNWOOD, WA 98036-7400
PHONE: 425-431-7020 / FAX: 425-431-7221

REQUEST FOR TRANSFER OF RECORDS TO EDMONDS SCHOOL DISTRICT

Employee Instructions

Please complete all information below and mail this form to your previous school district.

To:

_____
Previous School District

_____
Mailing Address

_____
City, State, Zip Code

From: _____ SSN: (Last Four #s) _____
Full Name (Including former names) - Please Print

Approx. Dates of Employment: _____ to _____ Position/Title: _____

I hereby give my permission to the _____ School District to forward all official transcripts and verification of employment forms, as checked below, to the EDMONDS SCHOOL DISTRICT. I understand that copies of these documents will be kept in my personnel file with the previous school district. I will hold harmless my previous school district for this transfer of records.

☐ Official Transcripts ☐ Course Approval Forms
☐ Clock Hour Forms ☐ Verification of Certificated Experience

_____ _____
Employee Signature Date

Forwarding School District Instructions

1) Please forward all original documents to:

Edmonds School District
Human Resources
20420 68th Ave W
Lynnwood, WA 98036-7400

2) Keep this form in employee's transcript file for audit purposes.

The _____ School District hereby certifies that all original clock hour forms, pre-approval forms, employment verification forms, and official transcripts, which are checked above, have been forwarded to the Edmonds School District with the permission of the above named individual. Copies of these documents will be retained in the employee's transcript file for audit purposes.
This transfer was completed by:

_____ _____
HR Representative Signature/Title Date