



REQUEST FOR RELEASE OF PERSONNEL RECORDS

DATE OF REQUEST: _____

SSN: _____		Date of Birth: _____	
Name: _____			
Last	First	Middle	Former

INFORMATION TO BE RELEASED FROM:

School/Agency

Address

City State Zip

ITEMS REQUESTED:

- Original Service Records
- Original/Copy Teaching Certificate
- Original Transcript(s)
- PDAS Certificate (reflecting 6 hour-orientation)
- Appraisals/Evaluations
- Other (Please specify) _____

INFORMATION TO BE RELEASED TO:

Corsicana Independent School District
Attn: Human Resources
2200 W. 4th Avenue
Corsicana, TX 75110

(PLEASE NOTE: This form is provided as a courtesy to potential new employees of the Corsicana Independent School District to assist in the retrieval of the requested documents. However, until the original requested items have been received by Corsicana ISD – Human Resources Department, we cannot move forward in the hiring process.)

Signature of Employee requesting release of information

Date

Corsicana ISD (CISD) does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the CISD Director of Human Resources, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact the CISD Transition Coordinator, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent at the Lee Education Center 2200 W. 4th Ave Corsicana, TX 75110, phone (903) 874-7441.