

WINDHAM SCHOOL DISTRICT EDUCATIONAL RECORDS REQUEST



PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

Name: _____ TDCJ#: _____
(Please print name used when incarcerated)

Birth Date: _____ SS#: XXX-XX- _____ Phone: _____
(Last four digits only)

Student's Signature: _____ Date: _____
(Actual signature is required – Typed name will not be accepted.)

I request the following records (check all that apply):

GED Scores
Windham School District **cannot provide a certificate; High School Equivalency certificates (GED) are issued by the Texas Education Agency at www.txchse.com. If you are unsuccessful at locating your HSE certificate, we can possibly provide the information needed.*

Duplicate Windham Vocational Certificate(s)
Please list the vocational certificates requested:

Duplicate Windham High School Diploma

OJT Records
We can provide a printout of your records only; duplicate certificates can be requested from Workforce/OJT at 936-291-5304.

CHANGES Records*
**Duplicate certificates are not issued for this program. Reports of module completion are provided, if available.*

Cognitive Intervention Records*
**Duplicate certificates are not issued for this program. Reports of module completion are provided, if available.*

Other _____

Please send my records to the following **(check one and provide information):**

MAILING ADDRESS:

(Name of Recipient)

(Street Address)

(City, State, Zip Code)

FAX NUMBER: _____
ATTENTION: _____

EMAIL ADDRESS:

Mail, fax, or email this completed and signed request form to one of the following:

Mailing Address:
Windham Records Office
P.O. Box 40
Huntsville, TX 77342

Fax:
(936)291-5344

Email:
records@wsdtx.org