

WINDHAM SCHOOL DISTRICT 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 am requesting the following [Check all that apply. If starred (*), please read the information at the bottom of the form regarding your choices]:

- | | | |
|--|---|---|
| <input type="checkbox"/> <i>GED Scores*</i> | <input type="checkbox"/> <i>Help in locating my High School Equivalency certificate (GED)**</i> | <input type="checkbox"/> <i>Duplicate Windham High School Diploma</i> |
| <input type="checkbox"/> <i>Duplicate Windham Vocational Certificate(s)</i> | | <input type="checkbox"/> <i>OJT records***</i> |
| Please list the vocational certificates you are requesting:

_____ | | <input type="checkbox"/> <i>CHANGES records****</i> |
| | | <input type="checkbox"/> <i>Cognitive Intervention records*****</i> |
| | | <input type="checkbox"/> <i>Other</i> _____ |

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

- | | | |
|---|--|---|
| <input type="checkbox"/> MAILING ADDRESS:

<i>(Name)</i>

<i>(Street Address)</i>

<i>(City, State, Zip Code)</i> | <input type="checkbox"/> FAX NUMBER: _____
ATTENTION: _____ | <input type="checkbox"/> EMAIL ADDRESS:
_____ |
|---|--|---|

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

Windham Records Office
P.O. Box 40
Huntsville, TX 77342
Fax: (936) 291-5344 Email: records@wsdtx.org

*Windham School District can only provide your scores, not a certificate.

**High School Equivalency Certificates(GED) are issued only by the Texas Education Agency online at www.txchse.com. On the right-hand side of screen under Related Content, click on Certificate/Transcript Search. If you were unsuccessful in locating your HSE at www.txchse.com, we can possibly provide the information needed.

***We can provide records only. Duplicate certificates can be requested from Workforce/OJT at 936-291-5304.

****Duplicate certificates are not issued for this program. Only a printout of your records can be provided.