

# WINDHAM SCHOOL DISTRICT RECORDS REQUEST

NAME \_\_\_\_\_ TDCJ# \_\_\_\_\_  
*(Please print name used when incarcerated)*

BIRTH DATE \_\_\_\_\_ SS# XXX-XX- \_\_\_\_\_ PHONE# \_\_\_\_\_  
Last four digits only

Student's Signature \_\_\_\_\_ DATE \_\_\_\_\_  
*(Actual signature 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"/> <b>GED Scores*</b>                                 | <input type="checkbox"/> <b>Help in locating GED certificate**</b> | <input type="checkbox"/> <b>Duplicate APL High School Diploma</b>  |
| <input type="checkbox"/> <b>Duplicate Windham Vocational Certificate(s)</b> | <input type="checkbox"/> <b>OJT records****</b>                    |  |
| Please list the vocational certificates you are requesting:                 |  | <input type="checkbox"/> <b>CHANGES records****</b>                |
| _____   |  | <input type="checkbox"/> <b>Cognitive Intervention records****</b> |
| _____   |  | <input type="checkbox"/> <b>Other</b> _____                        |
| _____   |  | _____  |

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

**MAILING ADDRESS:**  
\_\_\_\_\_  
*(Name)*  
\_\_\_\_\_  
*(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:

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

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\*GED certificates are issued only by the Texas Education Agency at [www.txchse.com](http://www.txchse.com).  
\*\*If you were unsuccessful in locating your GED at [www.txchse.com](http://www.txchse.com), we can possibly provide the information needed.  
\*\*\*We can provide records only. Duplicate certificates can be requested from Career & Technical Education's OJT Desk.  
\*\*\*\*Duplicate certificates are not issued for this program. Only a printout of your records can be provided.