



South Kitsap School District Human Resources

2689 Hoover Ave SE / Port Orchard WA 98366
(360) 874-7079 / **(360) 874-7076** FAX

Employee Request for Transfer of Records

REQUEST DATE:	<input type="text"/>	LAST SCHOOL WORKED:	<input type="text"/>
REQUESTOR'S NAME:	<input type="text"/>	APPROXIMATE DATES OF EMPLOYMENT:	<input type="text"/>
NAME WHEN LAST EMPLOYED AT SKSD:	<input type="text"/>	REQUESTOR PHONE #:	<input type="text"/>
SOCIAL SECURITY NUMBER:	<input type="text"/>	REQUESTOR EMAIL:	<input type="text"/>
POSITION(s):	<input type="text"/>		

RECORDS REQUESTED:

☐ Verification of Prior Experience

☐ NCLB (Documentation)

☐ Transcripts

☐ Washington State Sexual Misconduct Forms

Other:

South Kitsap School District prefers to release employee records to employer.

<input type="checkbox"/> Mail records to:	<input type="text"/>	ATTENTION:	<input type="text"/>
Address:	<input type="text"/>	Phone Number:	<input type="text"/>
City, State, ZIP:	<input type="text"/>		

OR

<input type="checkbox"/> FAX records to:	<input type="text"/>	FAX Number:	<input type="text"/>
(Name)		Phone Number:	<input type="text"/>

OR

<input type="checkbox"/> Records will be picked up at Human Resources in South Kitsap School District Office.			
Please call:	<input type="text"/>	Phone Number:	<input type="text"/>
(Name)			

Requestor's Signature



REQUIRED TO PROCESS

Please send request to: South Kitsap School District, Human Resources, at the above address or fax number. Allow 7-10 working days to process.