



La Grange Independent School District

William D. Wagner Superintendent Stacy Eilers Assistant Superintendent
Sharon Muzny Director of Operations & School Safety

P.O. Box 100, La Grange, TX 78945 (979) 968-7000 (979) 968-8155 fax

Date: ____/____/____

Previous District Information:

Name of School

Mailing Address

City State Zip Code

(_____)_____
Phone Number

(_____)_____
Fax Number

Employee Information:

Name

Previous District Employee ID

Mailing Address

City State Zip Code

Personal Email Address:

To Whom It May Concern:

I hereby request that you release to the Human Resources Department of La Grange ISD, PO Box 100, La Grange, Texas 78945, the following records from my personnel file.

- _____ (1) Original Service Record(s)
- _____ (2) Original Transcripts, if available
- _____ (3) Certificates/Licenses (COACHES - CPR, First Aid Training)
- _____ (4) Specialized Training Documentation
- _____ (5) Evaluations - most recent

Printed Name:

Signature:

Thank you for your prompt attention to this request. If you have any questions, please contact the La Grange ISD Human Resources Department.

Tina Huenefeld
La Grange ISD
Superintendent Secretary
and Board Relations
979.968.7000
huenefeldt@lgisd.net

Keri Sanders
La Grange ISD
Payroll and Benefits Coordinator
979.968.7000
keri.sanders@lgisd.net