

*School of Excellence in Education
1826 Basse Rd.
San Antonio, TX 78213
Telephone: (210) 431-9881
Fax: (210) 582-2593*



REQUEST FOR CREDENTIALS

Previous School District: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

To whom it may concern:

I, _____ social security number: XXX-XX-_____

was employed with your district from _____ to _____

I am requesting the following credentials:

- Service Records
- Teacher Certificate
- Transcripts
- Other: Please include any previous school district's experience on file.

Employee Signature: _____ Date: _____

Please forward information by fax or mail to:

Attention: *School of Excellence in Education
Human Resource Department
Esther Gonzales
1826 Basse Rd
San Antonio, TX 78213-4606*

Thank you,

April Short, Human Resource Director