

**WINDHAM SCHOOL DISTRICT
RECORDS REQUEST**

NAME _____ TDCJ# _____
(Please print name used when incarcerated)

BIRTH DATE _____ SS# _____ Phone# _____

Student's Signature: _____ Date: _____
(Required)

I am requesting the following (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> GED Scores* | <input type="checkbox"/> Help in locating GED certificate** | <input type="checkbox"/> Duplicate APL High School Diploma |
| <input type="checkbox"/> Duplicate Windham Vocational Certificate(s) | <input type="checkbox"/> OJT Records*** | |
| Please list vocational certificates earned: | | <input type="checkbox"/> CHANGES records**** |
| _____ | | <input type="checkbox"/> Cognitive Intervention records*** |
| _____ | | <input type="checkbox"/> Other _____ |
| _____ | | _____ |

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

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 the following:

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

*GED certificates are issued only by the Texas Education Agency at www.txchse.com.
**If you were unsuccessful in locating your GED at www.txchse.com, we can possibly provide the information needed.
***Duplicate certificates are not issued for this program. Only a printout of your records can be provided.