



North Mason School District

71 E. Campus Drive, Belfair, WA 98528

(360) 277-2300

(360) 277-2178 FAX

Authorization for Release of Official Transcripts and Experience Verification

Dear North Mason School District Educator:

Personnel files require official transcripts and official verifications of all experience that is to be counted towards salary schedule advancement. Some districts will release the official documents in your personnel file and retain copies for themselves. Should the district you are leaving be one that provides this service to employees leaving their employment you can complete the information below and submit it to the appropriate person at your last district. The district will also need to complete our verification form (included in this packet) for your time worked there as a certificated employee.

If your former employer will not release these official documents, then you will need to order official transcripts and complete the first page of the verification of prior experience forms for all former educational entities where you have worked as a certificated employee, including substitute teaching.

Thank you,
Carolyn Nicol
HR Coordinator

Complete the information below and submit it to Human Resources at your former district.

Former District Name: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____

I was recently hired by North Mason School District. I am requesting and authorizing you to forward the following official documents that are currently in my personnel file:

- Official transcripts and documentation for all university degrees, credit clock hours, and in-service credits.
- All course approval forms.
- All verifications of years of acceptable educational experience earned prior to North Mason School District.
- The enclosed North Mason School District Verification of Professional Employment for applicable educational experience earned in your district (please include any transferable sick leave on this form).
- Washington State Sexual Misconduct Disclosure Release.
- NCLB Highly Qualified Documentation.

Please send the documents listed above to Carolyn Nicol, HR Coordinator, North Mason School District at the address above. If you have questions, please call her at 360-277-2106 or email at cnicol@northmasonschoools.org.

I authorize my former employer, indicated above, to release the requested documents to North Mason School District.

Employee Signature: _____ Print Name: _____ Date: _____

“Educate, Empower & Inspire”