



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

From: _____
(Print your full name)

To: _____

Re: Transmittal of employee records

Please send the following original records to: Danielle Tupek, Human Resources Manager
Valley School District #070
3030 Huffman Rd.
Valley, WA 99181

- Original Transcripts
- Course Approval Forms
- Clock Hour Forms
- Experience Verifications
- Washington State Sexual Misconduct Disclosure Releases
- Highly Qualified Form

I hereby give my permission to the _____ to forward the above named forms to the Valley School District #070. I understand that photocopies of these documents will be kept in my personnel file and I will hold harmless my previous school district for this transfer of records.

Signature

Date

This is to certify that the enclosed records for the above named employee are originals as recorded in our personnel records unless otherwise noted.

Signature

Phone

Title

Date

Original: Kept at _____ School District with copies of forwarded documents.

Copy: Forwarded with original documents.