



COPPELL INDEPENDENT SCHOOL DISTRICT

Credential Request Form

Please complete this form and send by mail, fax, or e-mail to:

Coppell ISD, Human Resources Department

Attn: Marnie Wallen

200 S Denton Tap Rd

Coppell, TX 75019

Or

Fax: 214-496-6046

Or

mwallen@coppellisd.com

Note:

Current Employees – service record(s) will be available 30 days after date of resignation/retirement.

Former Employees – service record(s) will be available 30 days after request (If applicable, please note if your records are filed using a maiden/former name).

I request the following documents from my personnel file:

NAME _____ SS# _____

Period of Employment, from _____ to _____

E-Mail (**we will contact you when credentials are ready to be picked up**)

Or

Please release and mail these documents to the following address or district HR email:

Check all that apply:

Originals Copies

Service Record(s) _____ **Official Transcripts** _____

Employee Signature

Date