

Rice Independent School District

REQUEST FOR RELEASE OF PERSONNEL RECORDS

Administration
1302 SW McKinney Street
Rice, TX 75155
Phone (903) 326-4267
Fax (903) 326-4164

Elementary School
305 North Dallas Street
Rice, TX 75155
Phone (903) 326-4151
Fax (903) 326-4900

Intermediate / Middle School
1402 SW McKinney Street
Rice, TX 75155
Phone (903) 326-4190
Fax (903) 326-4620

High School
1400 SW McKinney Street
Rice, TX 75155
Phone (903) 326-4502
Fax (903) 326-5042

Employee Name: _____
(Print)

RECORDS REQUESTED:

_____ Original Service Record(s)
_____ Original Transcript(s)
_____ Teaching Certificate
_____ Staff Development Certificates
_____ Other: _____

RECORDS TO BE RELEASED TO:

Receiving School District: _____

Address: _____

Phone: _____

(Employee Signature Required)

Request Date _____

This completed and signed form may be mailed or emailed to:

Rice ISD
1302 SW McKinney St
Rice, TX 75155
Attn: Lluvia Abreu
Emailed to labreu@rice-isd.org