



## Request for an Official Clock Hour Transcript

Participants registering Washington State Clock Hours with Educational Service District 112 will receive cumulative transcripts annually on October 1<sup>st</sup>. If you are an employee of a school district in the ESD 112 region two (2) copies of your transcript will be sent to your district. The district will forward one copy to you. If you are employed by a district outside of the ESD 112 region, or are not currently under contract with one of our districts, you will receive two (2) copies of your transcript via mail to your home address.

If you need official transcripts throughout the year you may request transcripts in writing with a \$7.00 fee. Please make checks payable to ESD 112 and allow approximately one week for delivery. Please address your written request to: Educational Service District 112, 2500 NE 65<sup>th</sup> Ave, Vancouver, WA 98661.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

District Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enclosed is my \$7 fee for two transcripts (checks only.) Please send my transcripts to:

- My Address Above
- My School District Personnel Office:

Attention: \_\_\_\_\_

District Address: \_\_\_\_\_

District City, State, Zip \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For ESD 112 Use Only: Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Sent: \_\_\_\_\_