



MABANK INDEPENDENT SCHOOL DISTRICT

310 E. Market St. · Mabank, Texas 75147
903-880-1300 · Fax: 903-880-1303

Superintendent
Russell D. Marshall, Ed.D.
rmarshall@mabankisd.net

Asst. Superintendent
Linda K. McKee
lkmckee@mabankisd.net

Asst. Superintendent
William S. Adams
wsadams@mabankisd.net

Date: _____

Old School District Information

Attn: Personnel Department

RE: _____

SSN: _____

To Whom It May Concern:

I hereby request that you release to the Personnel Department of Mabank ISD, 310 E. Market Street, Mabank, TX 75147, the following records from my personnel file.

_____ Original Service Record

_____ Evaluations (3 years – most current)

_____ Original Transcript

_____ Other: _____

Thank you for your prompt attention to this request. If you have any questions, please contact the Mabank ISD Personnel Office at 903-880-1684.

Sincerely,

Statement of Non-Discrimination

Mabank Independent School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in its employment, practices, activities and programs. El distrito independiente de la escuela de Mabank no discrimina de la raza, del color, del origen nacional, de la edad, del sexo, or de la inhabilidad en su empleo, prácticas, actividades y programs.