



# MABANK INDEPENDENT SCHOOL DISTRICT

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

**Superintendent**  
**Brad Koskelin**  
bjkoskel@mabankisd.net

**Asst. Superintendent**  
**Henry Tracy**  
hctracy@mabankisd.net

**Chief Academic Officer**  
**Rebecca Stephens**  
rfstephens@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.