

**Board of Trustees**

Jason Urbanosky, President  
Melissa Tharp, Vice-President  
Linda Pinkerton, Secretary  
Joe Gonzales, Treasurer  
Kim Casanova, Member  
Keith Howe, Member  
David Idlebird, Member

**Somerville Independent School District****P.O. Box 997 • 625 8<sup>th</sup> Street • Somerville, Texas 77879***Phone: 979/596-2153 • Fax: 979/596-1778 • Website: [www.somervilleisd.org](http://www.somervilleisd.org)***Superintendent**

Eric Holton

**Business Manager**

Amanda Flencher

## Request for Personnel Records

---

Name of Previous District

---

Previous District Address

---

City, State, Zip Code

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_  
request that you release the following records from my personnel file to the  
Somerville Independent School District Administration Office.

\_\_\_\_\_All Original Service Records

\_\_\_\_\_Official College Transcript (s)

Please Mail Records to: Somerville ISD  
Attention: Ninfa Stevens  
P.O. Box 997  
Somerville, Texas 77879

Thank you,

Signature: \_\_\_\_\_Date\_\_\_\_\_

If you have any questions or need additional information, please call Ninfa Stevens,  
Somerville ISD at 979-596-2153 or contact by email: [nstevens@somervilleisd.org](mailto:nstevens@somervilleisd.org).