

Change in Staff Designee Only

Texas Workforce Commission – Career Schools and Colleges

School #: _____ Name of School: _____
Physical Address: _____
Street City State Zip

Staff Designee

“As director, I will serve as liaison person during any visit by authorized representatives. If I cannot serve as a liaison, the staff member designated below will serve as liaison. Further, the designee, named below, has been made known to my staff as such, is designated to perform all the functions and succeed to my authority when I am absent from the school, and has been trained in survey procedures.”

Typed or printed name of Staff Designee

Social Security Number

Signature of Staff Designee

Typed or printed name of School Director

Signature of School Director

Date (mm/dd/yyyy)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.
