



EMPLOYEE RECORDS REQUEST

Birdville Independent School District
6125 East Belknap Street
Haltom City, Texas 76117

hr@birdvilleschools.net
817-547-5739 (HR)
817-547-5536 (Fax)

Date of Request:

Employee ID#:

Employee's Name:

Contact #:

Social Security #:

Email:

(Enter Last 4 digits only)

*** EMPLOYEE STATUS:**

Current Employee

District Substitute

Former Employee

Campus Assigned:

*** Years Employed:**
(required format: YYYY-YYYY)

*** Last Employed:**
(required format : MM/YYYY)

*** METHOD OF DELIVERY:** *Service Records will be mailed to the address listed below:*

***To:**

*** ADDRESS:**

(Street Address/City/State/Zip)

*** DOCUMENTS REQUESTED:**

Service Records

Transcripts

Substitute Records

Other *(please specify)*

Submit request to appropriate office below for processing:

For HUMAN RESOURCES ONLY:

Date Released:

Released By:

Following Records Released to:

Additional Comments:

Paraprofessional Certificate

Service Records

Other:

Transcript(s)

Highly Qualified Documents

*** Indicates Required Fields**