



EMPLOYEE RECORDS REQUEST

BIRDVILLE INDEPENDENT SCHOOL DISTRICT
6125 EAST BELKNAP STREET
HALTOM CITY, TEXAS 76117

hr@birdvilleschools.net
817-547-5756 (HR)
817-547-5536 (FAX)

Date of Request:

Employee ID#:

Employee's Name:

Contact #:

Social Security #:

Email:

\* 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:

\* ADDRESS:
(Street Address/City/State/Zip)

\* DOCUMENTS REQUESTED: Service Records, Transcripts, Substitute Records, Other (please specify)
\* Years Employed: (required format: YYYY-YYYY)

Submit request to appropriate office below for processing:

For HUMAN RESOURCES ONLY:

Date Released:

Released By:

Following Records Released to:

Additional Comments:

- Teacher Certificate, Paraprofessional Certificate, Service Record(s), Other:
Transcript(s), High Qualified Document(s), Appraisal Document(s)

\* Indicates Required Fields