



REQUEST FOR BIRDVILLE ISD SERVICE RECORDS / TRANSCRIPTS

The Employee Records Request Form is the required document for all former and existing BISD employees to request an official service record and/or transcript from the district. You may access the eForm from the Birdville homepage. [*Employment/HR Forms and Helpful Information/Employee Records Request*].

This eForm is designed to be submitted online to notify the correct HR representative of your request; however, you may also choose to submit your request by one of the following:

- Save a copy to your desktop; email attachment to: hr@birdvilleschools.net;
- Fax your completed form to Human Resources: (817) 547-5536.

Employees leaving during the current school year:

Please allow up to 30 days after your final work date for your request to be processed.

Former employees:

Please allow at least five working days for your request to be processed.

Additional questions should be directed to the appropriate HR representative listed below:

Auxiliary / Paraprofessional Records Request - [Barbara Eubank](#)

Auxiliary - Building & Grounds, Child Nutrition, Transportation

Paraprofessional - Clerical, Educational Aides

Certified / Administrator Records Request - [Barbara Eubank](#)

Substitute Records Request - [Pat Bynum](#)