



Request for Birdville ISD Service Records / Transcripts

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

Please follow the steps below before accessing the eForm:

- Save a copy of the **Employee Records Request** form to your desktop;
- Close your browser;
- Open the form from your desktop;
- Complete required information;
- Click **Submit Request to HR**.

If you experience an issue when attempting to submit this form, you may fax your request to Human Resources at (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:

- [Barbara Eubank](#) – (817) 547-5756 - Full-time employee records
Certified Professionals, Administrators, Paraprofessional and Auxiliary Staff*
- [Karen Kearby](#) - (817) 547-5772 - Substitute employee records

*Auxiliary – Facilities Management, Child Nutrition, Transportation