



Maternity/Adoption Notification Form

Employee Name:

Campus/Location:

Expected Due Date:

Contact Number:

Email Address:

Step 1

Inform your Campus Principal and Secretary.

Step 2

Notify Gretta Bacon in Personnel Services by completing and submitting this form.

*You may submit your completed form to Gretta Bacon through inter-campus mail
or fax it to Gretta at 817.831.5762.*

Step 3

Access our online maternity forms and information.

To access this information, please click the maternity link below:

[Maternity Information](#)

Thank you and congratulations!