



## **Request for Birdville ISD Service Record**

The Service Request Online Form is the required document for all former and existing BISD employees to request an official service record from the district. Please complete and submit the **Employee Records Request** form online or print and fax your completed form to Lisa Vargas in Personnel Services at 817.831.5721.

### **Employees leaving in 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.

Any additional questions should be directed to Lisa Vargas in Personnel Services. <<[email Lisa](mailto:lisa.vargas@birdvilleschools.net)>>