



Birdville Independent School District  
 6125 East Belknap Street  
 Haltom City, Texas 76117  
 817 547-5700  
 817 831-5721 (fax)

## Employee Records Request

*\* Indicates Required Fields*

**Date \***

**Employee's Name \*** *(Last, First, Middle)*

**Social Security # \***

**Employee ID #**

**Phone #**

**Employee Type \***

Current Employee

Campus

District Substitute

Years employed \*  
*(required - format: YYYY-YYYY)*

Former Employee

Last work month/year\*  
*(required - format: MM/YYYY)*

**Method of Delivery**

Mail to address below

Pick up

*(You will be notified when ready for pick up)*

**Address \***

*(Street Address , City, State, Zip)*

**Document(s)**

Service Records

**Requested \***

Transcripts

Substitute Records

Years employed \*  
*(required - format: YYYY-YYYY)*

Other Documents ( specify )

**FOR PERSONNEL SERVICES USE ONLY:**

**Date:** \_\_\_\_\_

**Records released to:** \_\_\_\_\_

\_\_\_ Teacher Certificate

\_\_\_ Transcripts

\_\_\_ Paraprofessional Certificate

\_\_\_ Highly Qualified

\_\_\_ Service Record

\_\_\_ Appraisal

**Comments:**