



Human Resources Dept  
1160 SW Wilshire Blvd  
Burleson, TX 76028  
817-245-1000

**Personal Information**

Full Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Social Security: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Delivery Method**

- Mail to Address Below
- District to District Email
- Pick up (Will be notified by phone when available)

District Name: \_\_\_\_\_ Attn: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Employee Type**

- Current Employee
- Substitute Worker
- Former Employee

Campus: \_\_\_\_\_ Dates of Employ: \_\_\_\_\_

Position: \_\_\_\_\_ Separation Date: \_\_\_\_\_

**Document(s) Requested**

Service Records: Original  Copy

Transcripts: Original  Copy

Evaluations: Original  Copy

Highly Qualified Form: Original  Copy

**By signing below I am authorizing Burleson ISD to release the selected contents of my personnel folder either by mail or for pick up as noted above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete form and return to BISSD Human Resources Department.