



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

Personal Information

Full Name: Former _____
Name(s): _____
SS# -Last 4# only : _____
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

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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.