



Burkburnett ISD  
Employee Records Request

EMPLOYEE INFORMATION

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

ALTERNATE NAMES USED: \_\_\_\_\_

PERSONAL EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ YEARS WORKED: \_\_\_\_\_

RECORDS REQUESTED

Current Employees:

\*Certifications may be retrieved from the official web site ([www.tea.texas.gov](http://www.tea.texas.gov)) using your log in.

- Unofficial Service Records (for certifications purposes only)
- Unofficial Transcripts

Exiting Employees:

- Official Service Records- Indicate resignation date: \_\_\_\_\_
- Transcripts
- Other: \_\_\_\_\_

MAILING INFORMATION  
Please tell us how you'd like to receive your records.

- BY MAIL or EMAIL\*:
- FAX TO: \_\_\_\_\_
- PICK UP IN PERSON Additional notes: \_\_\_\_\_

*\*Please note: records may be mailed to either a personal or district address. If requesting email delivery, it MUST be a district email address.*

Please submit your request by mail or email to: Burkburnett ISD Shana Kau  
100 N. Ave D HR Benefit and Compensation Specialist  
Burkburnett, TX 76354 [shana.kau@burkburnettisd.org](mailto:shana.kau@burkburnettisd.org)

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

ITEMS SENT: \_\_\_\_\_