

**Bastrop Independent School District  
906 Farm Street  
Bastrop, TX 78602  
512/321-2292**

**EMPLOYEE RECORD REQUEST FORM**

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

Employee: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

**TRANSCRIPT**

\_\_\_\_\_ Copy

\_\_\_\_\_ Original

**TEACHING CERTIFICATE**

\_\_\_\_\_ Copy

\_\_\_\_\_ Original

**SERVICE RECORDS**

\_\_\_\_\_ Copy

\_\_\_\_\_ Original

\_\_\_\_\_ Other: \_\_\_\_\_

**PLEASE FORWARD THE ABOVE DOCUMENTS TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

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

**I HAVE RECEIVED THE ABOVE DOCUMENTS FROM MY PERSONNEL FILE:**

\_\_\_\_\_  
Employee's Signature /Receiving School District

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

Processed By: \_\_\_\_\_

**Please sign and return to:  
BISD Human Resources Office  
906 Farm Street  
Bastrop, TX 78602**