



Bay City Independent School District

520 Seventh Street • Bay City, Texas 77414 • (979) 401-1005 • Fax (979) 245-3175

BAY CITY ISD RECORD REQUEST FORM:

FULL NAME:		CAMPUS/DEPT:	
EMAIL:		PHONE NUMBER:	
ADDRESS:		CITY:	
STATE:		ZIP CODE:	
DATES OF EMPLOYMENT:		ASSIGNMENT:	
	I HAVE RESIGNED FROM BCISD AND WISH TO HAVE MY DOCUMENTS MAILED TO THE ADDRESS SHOWN AT THE BOTTOM OF THIS FORM.		
	I AM REQUESTING SERVICE RECORDS TO FURTHER MY EDUCATION (UNOFFICIAL RECORD).		

	SERVICE RECORD(S)		TRANSCRIPTS (if applicable).
	OTHER:		

Employees resigning from the Bay City ISD at the end of the current contract year should expect documents to be mailed to another district ***no earlier than the end of June in order to complete the fiscal year.*** If you resigned from BCISD prior to the current contract year, the HR Department has 30 days to fulfill this request. Original Service Records can only be released after the Superintendent has accepted the resignation.

Once released, you are responsible for these original documents. These are the only originals and are required upon employment with another district. **These originals should be treated as very important documents.**

MAIL DOCUMENTS TO:

DISTRICT NAME:		ATTN (Required):			
ADDRESS:					
CITY:		STATE:		ZIP:	

SIGNATURE:		DATE:	
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Please return signed document to Keli Buzek at the Bay City Administrative Office or kbuzek@baycityisd.org.

PERSONNEL USE ONLY	
DATE REQUESTED RECEIVED:	DATE MAILED/PICKED UP/EMAILED: