



SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)

Employee Change Forms – Now Available on Atrieve

How to Access Your Forms

1. Log in to Atrieve
2. Navigate to: My Info → Documents & eForms → My eForms List → My Forms
3. Select the form you need
4. Complete all yellow-highlighted fields
5. Attach any required documents
6. Click SUBMIT to finalize (saving does not submit)

Questions? Email: ng-gilbert@sd54.bc.ca

General Change Forms Available

- Address Change
- Benefit Update
- Consent to Digital Access
- Direct Deposit Information
- Emergency Contact Update
- Substitute Preferences (TTOC / Casual Staff)
- TD1 / TD1 BC
- TQS Update
- Teaching Certificate Update

Employee Request Forms Available

- Employment Verification
- Leave of Absence
- Maternity Leave
- Resignation
- Retirement