



Personnel Records Request Form

This form is to be used for requesting access to personnel records in compliance with Board Policy 5.114 and Administrative Directive 5.114.1.

Employees may request access to their personnel records by submitting a written request to the Human Resources department. Requests can be made via e-mail, through this official request form, or by written letter. Human Resources will acknowledge the request within five business days and provide a timeline for the record retrieval process. The employee will be notified once their records are ready for review. Personnel records may be reviewed in person by appointment or provided as digital copies via secure means.

Section 1: Employee Information

Legal Name: _____

School/Department: _____ Job Title: _____

Phone: _____ Email Address: _____

Section 2: Record(s) Requested

Select the records you wish to request by marking the appropriate boxes.

- Employment application
- Payroll and tax forms (e.g., W-2, W-4)
- Disciplinary actions or warnings
- Benefits enrollment forms
- Termination or resignation documents
- Other (Be as specific as possible, including names, dates, and types of documents, if known.):
- Salary history or current salary details
- Performance evaluations
- Time-off balances (e.g., sick, vacation)
- Records of professional development
- Records of workplace accommodations

Section 3: Delivery Method

- Electronic Copy (via secure email)
- Paper Copy (pick up at district office)
- Review Only (in-person by appointment)

Section 4: Acknowledgment

By signing below, I affirm that the information provided in this request is accurate.

Employee Signature: _____ Date: _____

For Office Use Only

Request Received By: _____ Date: _____

Date Completed: _____ Completed By: _____

Comments/Notes:

