Personnel Records Request Form

To: Gina Thompson, Superintendent

From:_____ **Date:** _____
Employee's Name

☐ Employment Application (resume & letters of recommendation)

☐ Hiring Forms

☐ PAR's

☐ Miscellaneous Correspondence (including but not limited to disciplinary documentation)

☐ Certificate

☐ Transcripts

☐ Evaluation(s)

☐ Contracts

☐ *All documents in personnel file.

*As per Governing Board Policy **GBJ,** materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, will not be available for review by the employee.

_____ _____
Employee's Signature Date

For Office Use Only

Records sent:_____ **By:**_____ **Via:**_____
Date H.R. Employee