



Human Resources
18360 NE Caldart Avenue
Poulsbo, WA 98370
(360) 396-3007
nkschools.org

Communication Authorization Form

NOTE: Unless North Kitsap School District is given express permission by the employee, personal information is kept strictly confidential.

Employee Name: _____

I give permission for the person listed below to communicate with North Kitsap School District on my behalf for the following purpose(s).

- Payroll & Benefits
- Medical
- Leave (leave of absence, sick leave, etc.)
- Other _____
- All

Name: _____

Phone: _____

Email: _____

Relationship to employee: _____

Effective Date: _____

This permission remains in effect through (date): _____ OR until I revoke it via written communication with North Kitsap School District Human Resources Department (*check here to select this option*): _____.

Employee Signature: _____ Date: _____

➡ *Use separate form for each person being given communication privileges* ←

HR/Payroll Routing

Form original is filed in: HR Payroll Copy provided to: HR Payroll

All in for All Students