



Personnel File Request Form

To view or obtain information from your official personnel records, please make selection(s) below, and send the form to humanresources@pusd.us. The appropriate Human Resources representative will respond to you within 24-72 hours to confirm receipt of your request and schedule delivery of the information.

****You must present photo ID for identification purposes.**

Date Submitted:

Last Name: First Name: Employee ID:

Phone: Department/School:

E-mail:

Please contact me by:

Email Phone

What would you like to do during your appointment?

- View my entire Personnel File
 Obtain a paper copy of my Personnel File - What specific information are you requesting?
*Fee of .10 per page. Cash only

Specify below:

AUTHORIZATION OF EMPLOYEE:

By my signature below, I understand that I may not add, remove or revise any documents. I also certify that I have requested, reviewed and/or received a copy of my personnel file.

Employee Signature: _____ Date: _____

OFFICE USE ONLY: *To be completed by Human Resources Staff*

Date Request was received: _____ HR staff completing request: _____

Appointment date and time: _____

Date copies available: _____ Date employee notified: _____ Date copies picked up: _____ ID confirmed: **Y** **N**