



EMPLOYEE FILE REVIEW REQUEST FORM

REVIEW OF EMPLOYEE OR FORMER EMPLOYEE RECORDS

Note: The district will attempt to respond within (3) business days after receipt of your request. In some cases, records may need to be requested from our archive, and may take up to 5 business days to retrieve. Once the personnel file has been retrieved, you will be receive an email with instructions of how to access and download your records via DocuSign.

I, _____ (Print full name)

- Request the opportunity to review my full employment file as maintained by the CCPS Division of Human Resources.
- Request a copy of my full employment file as maintained by the CCPS Division of Human Resources.
- Request a copy of my Summative Evaluation(s) as maintained by the CCPS Division of Human Resources. *In the space provided below, please list all school locations and years requested.*
- Request a copy of *specific* document(s) from my full employment file as maintained by the CCPS Division of Human Resources. *In the space provided below, please list the document(s) requested and the years needed (if appropriate).*

Please provide the following information so that we may follow up with you regarding your request:

Social Security Number (last four digits) or Employee ID:

Other Names Used:

Contact Telephone Number:

Email Address:

Signature (Requestor)

Date

You must present a valid driver's license or other government issued identification with a photograph for identification.

Human Resources Staff Only			
Original Hire Date	Termination Date	Date Documents Sent	Request Completed

RETURN COMPLETED FORM TO JESSIE.LEONARD@CLAYTON.K12.GA.US