

Personnel Use:

**ONTARIO-MONTCLAIR SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
REQUEST FOR COPIES OF ITEMS FROM MY PERSONNEL FILE**

- Classified Certificated
 Classified Substitute Certificated Substitute

I _____ request copies of the following
(Print Name)

item(s): _____

There is a \$0.24 fee per copy. I understand that the item(s) will be available for pick-up within the Human Resources Office within **SEVEN (7) BUSINESS DAYS** and will be discarded after **TEN (10) BUSINESS DAYS**.

Social Security Number

Phone Number

Signature

Date

**** If related documents listed above are permitted to be e-mailed please provide your e-mail address below.**

E-mail address: _____

Office Use Only:

Received by: _____
Human Resources Date

Accepted by: _____
Human Resources Technician / Analyst Date