Clayton County Public Schools
Division of Human Resources

EMPLOYEE RECORDS REQUEST FORM

RETRIEVAL OF EMPLOYEE OR FORMER EMPLOYEE RECORDS

Note: Please allow three (3) to five (5) business days after receipt of your request. In some cases, records may need to be requested from our archives. Once the Human Resources records have been retrieved, you will receive the requested records via email.

I,_____ *(Print full name)*

☐ 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 or department 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 ID with a photograph for identification.

Human Resources Staff Only		
Employment Status	Termination Date	Request Completed

RETURN COMPLETED FORM TO KELLIE.GUZMAN@CLAYTON.K12.GA.US