

GAK PERSONNEL RECORDS

Request to Release Personnel Records

USD 231 Policy

To: _____: (Superintendent/records custodian: USD ____)

From: _____ (Employee or former employee)

I hereby request that my personnel records be copied and released to:

(Name of Organization/Official to whom records are to be sent)

Signed: _____

Date: _____

By requesting this release of my personnel records, I understand the administration may release the following information:

- my employment date(s);
- my job description and duties while in the district's employ;
- my last salary or wage;
- my wage history;
- whether I was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations, which were conducted prior to my separation from USD231

c/USD files