

# Request to Release Personnel Records

(re: USD 378 Policy GAK)

To: \_\_\_\_\_: (Superintendent/records custodian USD 378)

From: \_\_\_\_\_ (Employee or former employee)

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

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 USD 378, Riley County, KS.

c/USD files  
3/9/2009