

Clayton County Public Schools
Department of Human Resources

INSPECTION 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 NOTIFIED TO ARRANGE AN APPOINTMENT TO REVIEW OR PICK-UP COPIES OF YOUR PERSONNEL RECORDS.

I, _____ (Print full name)

- Request the opportunity to inspect my full employment file as maintained by the CCPS Department of Human Resources. *(I realize I will need to schedule an appointment)*
- Request a copy of my full employment file as maintained by the CCPS Department of Human Resources. *(Copies @\$.25 per page and must be payable in cash or money order. Requestor authorization required when \$25.00 and up)*
- Request copies of the following *specific* document(s) from my full employment file as maintained by the CCPS Department of Human Resources. *(Copies @ \$.25 per page with a minimum of \$1.00 (up to 4 pages), payable in cash or money order)*

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

Social Security Number:

Contact Number:

Email Address:

x

Signature (Requestor)

Date Requested

<i>Human Resources Staff Only</i>			
Original Hire Date	Termination Date	Scheduled Appointment	Request Completed

RETURN COMPLETED FORM TO VANESSA.WARE@CLAYTON.K12.GA.US OR FAX 770-473-2757

Clayton County Public Schools
Human Resources Department

Administrative Complex
1058 Fifth Avenue
Jonesboro, GA 30236
770-473-2747

ACKNOWLEDGMENT OF RECEIPT OR INSPECTION OF EMPLOYEE/FORMER EMPLOYEE RECORDS

- I hereby acknowledge that *I have inspected my employee records.*
- I hereby acknowledge *receipt of copies from my employee records.*

(Signature of Requestor)

Date

(Signature of HR Administrator)

Date

-For Human Resources Use Only-

<i>Number of copies</i>	<i>Amount Due</i>	<i>Payment Received By</i>