



Adelanto *Elementary School District*

PERSONNEL FILE: INSPECTION/COPY REQUEST FORM

Employee/Former Employee Name: _____

I am requesting to:

- Inspect my personnel file
- Obtain a copy of my personnel file

I understand the following:

- If I am inspecting my personnel file, I may not add, remove or revise any documents.
- I may be required to reimburse the District for the actual cost of reproduction of my personnel file.
- If I am a former employee, I understand that I am limited to one request per year and I may be required to reimburse the District for any postal expenses related to my request.

Signature

Date

Approved Denied

Assistant Superintendent of Human Resources

Date

To be completed by Human Resources:

Date request received: _____

Date of review of file with
employee / representative: _____

Number of pages in
file at time of review: _____

Date on which a copy of the personnel file was provided to the employee/representative:

HR Representative

Employee Signature