



Appendix-V

Request to Release Personnel Records

USD 284

To: _____ : (Superintendent/records custodian: USD 284)

From: _____ (Employee or former employee)

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

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

Date

Signature

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
- whether I was voluntarily or involuntarily released from service and the reason for the separation;
- written employee evaluations, which were conducted prior to my separation from USD284