

Request to Release Personnel Records

Without this form the Human Resources Office will only release the date of employment, eligibility for rehire, and ending salary.

(re: USD 443 Policy GAK)

To: _____ : (Director of Human Resources)

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 enrollment 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 reason for separation;
- written employee evaluations, which were conducted prior to my separation from USD443

Signature: _____

Original must be mailed to:

Human Resources Office
1000 Second Avenue
PO Box 460
Dodge City, KS 67801