

Scottsboro City Schools

Office of Human Resources

Mailing Address: Human Resources, Scottsboro City Schools, 305 S. Scott Street, Scottsboro, AL 35768
Phone: 256.218.2111 Fax: 256.218.2190

PERSONNEL FILE ACCESS FORM

I. REQUEST AN APPOINTMENT TO REVIEW PERSONNEL FILE

I, _____, request to review my Personnel
(printed name)
File in the Office of Human Resources on _____ at _____.
(date) (time)

II. REQUEST TO RECEIVE COPY OF SECTIONS OF PERSONNEL FILE

I, _____, request a copy of the following
(printed name)
section(s) of my personnel file from the Office of Human Resources:

I want to retrieve the documents from the Office of Human Resources on _____ at _____.
(date) (time)

Note: This form must be submitted at least 24 hours prior to the date and time upon which you request access to and/or copies of your personnel file. Human Resources personnel will notify you via electronic mail of the time and date of your appointment to review your personnel file or the date upon which a copy of the file(s) will be available. Human Resources will endeavor to accommodate the appointment date and time identified on this form.

Employee's Signature

Date

Employee's SCS Email Address

III. ACKNOWLEDGEMENT OF RECEIPT OF COPY OF PERSONNEL FILE OR SECTION(S) OF FILE

I, _____, acknowledge that I received a
(printed name)
copy of the following section(s) of my personnel file from the Office of Human Resources:

Signature & Date Acknowledging Receipt of Documents: _____

Office of Human Resources Use Only

Request received: _____ (date) Notification via email of appt. time: _____ (date)

Human Resources Representative: _____