

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

324-AR-1. REQUEST TO INSPECT PERSONNEL FILE FORM

I hereby request permission to examine my personnel file, except for confidential information.

Date request submitted: _____
Employee's Signature

Purpose of records inspection or specific materials requested for inspection: _____

RECORDS INSPECTION FORM

Date: _____ Time: _____ Place: _____

Individuals present: _____

ACKNOWLEDGEMENT OF INSPECTION OF RECORDS FORM

The signatures below affirm that the personnel file has been inspected according to the appointment and procedures established by the district.

Employee's Signature

Date

Administrator's Signature

(A copy of this form will be placed in the employee's personnel file.)