



SOUTH COAST EDUCATION SERVICE DISTRICT

Main Office
1350 Teakwood, Coos Bay, OR 97420
541-269-1611 • TDD: 541-269-1611
Fax: 541-266-4040

South Branch Office
29805 Mary St, PO Box 786
Gold Beach, OR 97444
541-247-6681 • Fax: 541-247-2603

PROCEDURE FOR REQUESTING REVIEW OF PERSONNEL FILES AND/OR COPIES

1. People interested in reviewing their personnel file should fill out a personnel request form and submit it to Human Resources.
2. Submit this form at least one week prior to the week that the employee hopes to review and/or receive personnel copies.
3. As soon as possible, a time will be arranged for the employee to review or to receive a copy of the personnel file. In no instance will a review of the personnel file be allowed without the Human Resource secretary or designee sitting in while the review takes place.

Name: _____ Date: _____

Date needed by: _____

_____ This request is for review of my personnel file.

_____ This request is for a copy of my personnel file.

Other comments: _____

Office use only: Appointment for review: _____

Appointment for review and copies of personnel file: _____

Date copies of file are sent to employee: _____

Date of review: _____