

**PATCHOGUE-MEDFORD SCHOOLS
OFFICE FOR HUMAN RESOURCES
241 South Ocean Avenue
Patchogue, NY 11772-3787
(631) 687-6340**

Personnel File Review Request Form

Employees are asked to complete the top portion of the form including the signature line and will submit the form to the Office for Human Resources. HR will contact the employee to schedule an appointment to review the file once the form is submitted.

Employee Name: _____

Department/School: _____

Telephone Number: _____

I hereby request the opportunity to view my personnel file. I understand that I must make an appointment with the Office for Human Resources and I will only be allowed to review my file in the presence of the Assistant Superintendent for Human Resources or the Superintendent of Schools. I also understand that I may request copies of documents within my file and a cost may be associated with the preparation of these documents.

Employee's Signature: _____ Date: _____

To be completed by the Office for Human Resources

Date Request Form received in Human Resources: _____

Date/Time of file review: _____

Administrator present during file review: _____

Administrator's Signature: _____

Documents to be copied:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of receipt of documents: _____ Date: _____