



Sequoia Union High School District

480 James Avenue, Redwood City, California 94062-1098

Administrative Offices (650) 369-1411

PERSONNEL RECORD REQUEST FORM

<input type="checkbox"/> Certificated		<input type="checkbox"/> Classified	
Name:		Social Security Number	
Address:			
City:		State:	Zip:
Phone No:			
Email Address:			
Position Title:			
Site/Location:			
<input type="checkbox"/> I request to view my personnel file			
<input type="checkbox"/> I request copies of my:			
<ul style="list-style-type: none"> • The Human Resource Department will comply with this request within five working days upon receipt of this form • The cost for duplicating your personnel file is 10 cents per page 			

Employee's Signature

Date

FOR OFFICE USE ONLY

Completed by	Date
Amount Due	Amount Received