**DRAFT template** – Complete **ALL yellow fields**.  Then follow directions at the bottom of this page.

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**---------PERSONNEL FILE REQUEST---------**

**Submitted by: NAME**

DATE:

TO: Dear CUSD Human Resource Director Zapata:

This email serves as the contractual notification for my employee personnel file request: **NAME - School-Site or Department**.

Therefore, please provide a complete review and official stamped copy of my entire CUSD personnel file; including ALL performance evaluations, reports, discipline, professional credentials that serve as the basis of employment, transcripts, annual employment contracts, and any other documents I have signed or that serve as the formal basis of my employment with the CUSD.

Please provide a copy of my PERSONNEL FILE in either electronic and/or hard-copy format.  You may provide the copy of my file directly to my Union representative, CAUSE President, J. Hotchner (jhotchner@gmail.com) and/or myself.

I request that you please provide a table of contents with the file, so that both I and my representatives can confirm that we have received everything you intended to provide.

If said review of the personnel file is conducted in-person, I will do so with a union representative present, and will work to schedule the event with the Union included.

Your support and attention is appreciated.

Sincerely,

~ NAME

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**To send REQUEST….**

**PREPARE  EMAIL submission:**  Cut & Paste the letter above into a new email.

**RECIPIENTS:** Submit the request, via email, directly to: dzapata@cusd.net

CC: drigby@cusd.net,  cause.cusd@gmail.com, jhotchner@gmail.com, g.marchand@cox.net, fmoore62@gmail.com, your CUSD.net email address, & your PERSONAL email address

**SUBJECT bar should read:   PERSONNEL FILE REQUEST \* Submitted by: your NAME  & DATE**