



PCSSD Request for Items from Personnel File

Employee Name: _____ Phone Number: _____

School/Department: _____ Job Title/Position: _____

Please provide me with copies (if available) of the following from my personnel file:

- Teaching Certificate
- College Transcripts
- Praxis/NTE Scores
- Resume
- Previous Employment Verifications on file
- ParaPro Assessment Scores

****Only items in the personnel file can be sent.****

Signature

Date

Send items via (choose one):

- Courier to my School/Department*
- Pick-Up in Person* _____
Signature

***Items sent via courier will be delivered on Fridays. Items to be picked up in person will be available on Thursdays and Fridays in Human Resources between the hours of 8:00 am and 4:00 pm.**

Submit this form to Kristy Manees (Certified Staff) or Kim White (Classified Staff) in Human Resources via email or fax: 501-490-9897. Please allow at least five (5) business days for processing once request is received in Human Resources.

For HR Use Only

Date sent/given to employee: _____

HR Representative: _____