

**ALISAL UNION SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

- ☐Certificated  
☐Classified

**EMPLOYEE RECORDS/INFORMATION REQUEST FORM**

Name: \_\_\_\_\_ Employee ID No: \_\_\_\_\_

Current Position: \_\_\_\_\_ Site/Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**\*\*Human Resources will contact you when the information is ready for pick up. Please bring ID at the time of pick or information will not be released. \*\***

Please indicate below what records/information you are requesting:

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If you are requesting to schedule an appointment please indicate the reason for your appointment so that we can better serve you at the time of your visit. Human Resources will contact you to schedule the appointment.

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**PERSONNEL USE ONLY**

Records/Information released: \_\_\_\_\_

Request completed by: \_\_\_\_\_

Date request was completed: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_ HR Rep: \_\_\_\_\_