

**APPENDIX C**

**VALLEY VIEW COMMUNITY UNIT SCHOOL DISTRICT 365U**

**REQUEST TO REVIEW PERSONNEL FILE**

Upon written request, a teacher shall have the right to review and reproduce all materials, with the exception of confidential references used by the Teacher to secure a position, in his/her District Office personnel file and in his building personnel file. Such review shall take place under the supervision of the District Office or Building Administrator concerned.

Reproduction of the non-confidential materials will be made only by District 365U. A nominal fee will be charged for the service (10 cents per sheet).

Employee Name: \_\_\_\_\_  
(Please Print)

Date personnel file was reviewed: \_\_\_\_\_

REQUEST:

Copy of Transcript(s) \_\_\_\_\_

Copy of other material in file \_\_\_\_\_

Review Transcript(s) \_\_\_\_\_

Review other material in file \_\_\_\_\_

Inventory contents of file \_\_\_\_\_

Other (state) \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

\*\*\*\*\*

Request filled by: \_\_\_\_\_  
(Name of HR Representative)

\_\_\_\_\_  
(Date)