

**THOMASTON PUBLIC SCHOOLS**  
**Thomaston, Connecticut**

**Request to Use Personnel Records**

Written request for information contained in personnel records is required. Official records are maintained in the Central Office for all current employees. Anyone seeking information from these records must complete this form. All individuals whose records have been requested will receive a copy of this form and have the right to deny access to their records if they feel their state and/or constitutional rights are being violated.

Date: \_\_\_\_\_

Name, address and phone number of individual requesting records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person whose file you request information from:

\_\_\_\_\_

What aspect of the file do you wish to review?

\_\_\_\_\_  
\_\_\_\_\_

Individual whose records you wish to review will receive a copy of this request. See Board Policy #4212.1 for time lines to be used in reviewing employee records and rights of employee.

Superintendent's response to request (to be made within five business days):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If employee approves the review of his/her records, please sign here:

\_\_\_\_\_

If employee objects to his/her files being disclosed, please sign here (understanding the following):

\_\_\_\_\_

Under the penalty of false statement to the best of my knowledge, information and belief, there are good grounds to support the objection and that the objection is not intended to delay the process.