

# Request for Access to Records Form - Employees



In accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*, requests for information not routinely released must be submitted to the [Human Resources Department](#) of the School District through a request for information.

OUR NAME		
LAST NAME	FIRST NAME	
YOUR CONTACT INFORMATION		
DAY PHONE No.	ALTERNATE PHONE No.	EMAIL ADDRESS
DETAILS OF REQUESTED INFORMATION		
DATE OF REQUEST:		
<b>INFORMATION REQUESTED</b> (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)		
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE <i>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</i> AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.		

*Cross Reference: Access to Information and Protection of Privacy and Personal Information Policy 2.4.3*