



LOS ANGELES UNIFIED SCHOOL DISTRICT
Personnel Commission - Classified Employment Services Branch
 333 S. Beaudry Ave., 12th Floor
 Los Angeles, CA 90017
 Tel.: (213) 241-6300 / Fax: (213) 241-6808

EMPLOYEE FILE REQUEST FORM

Please submit a completed, signed form to the Classified Employment Services Branch. If you have questions concerning the completion or submission of this request, please call the Classified Employment Services Branch at (213) 241-6300. Incomplete requests forms will not be processed.

Section 1: Employee Information				
Employee's Name (Last, First, Middle Initial):		Employee #:		
Most Recent Job Title:		Social Security #:		
Home Address:		City:	State:	Zip:
LAUSD Email Address:		Phone #:		Fax #:
Other names used while employed with LAUSD:				
Circle <u>only one</u> option to indicate how YOU would like to receive the information:				
Email to LAUSD address		Request File Review Appointment		Date: Time:
Section 2: Third-Party Information (Classified Employee Representative)				
This section should be completed <u>ONLY</u> if a third-party is to review the employee file; put "N/A" in each box if not applicable.				
Third-Party Contact Name:		Company or Institution:		
Email Address:		Phone #:		Fax #:
Address:		Suite #:	City:	State: Zip:
Check <u>only one</u> box to indicate how YOU would like to review the information:				
Request File Review Appointment		Date:		Time:
Section 3: Employee Signature				
The employee must provide a signature in order to authorize the release of the employee file.				
I authorize the release and full disclosure of any and all documentation that the Los Angeles Unified School District (LAUSD) may have concerning my employment file, including information of a confidential or privilege nature to the address listed in section 1 or section 2 (if indicated) of this form. I hereby release the LAUSD and it's staff from liability or damage which may result from furnishing the information requested.				
Employee's Signature:				Date