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

CLASSIFIED 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): Click here to enter text.		Employee #: Click here to enter text.	
Most Recent Job Title: Click here to enter text.		Social Security #: (Last Four Digits Only) Click here to enter text.	
Home Address: Click here to enter text.	City: Click here to enter text.	State: Click here to enter text.	Zip: Click here to enter text.
	LAUSD Email Address: Click here to enter text.		Phone #: Click here to enter text.
		Fax #: Click here to enter text.	
Other names used while employed with LAUSD: Click here to enter text.			
Check <u>only one</u> option to indicate how YOU would like to receive the information:			
* Request File Review Appointment - Date: Click here to enter a date. Time: Click here to enter text.			
* Email (requestor's active lausd.net account only)			
Section 2: 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 its staff from liability or damage which may result from furnishing the information requested.			
Employee's Signature:		Date:	