



## Gladewater Independent School District

---

**Kim Chatman**  
Chief Operations Officer

200 E Broadway  
Gladewater, TX 75647  
(903) 845-6991  
Fax: (903) 845-6994

### Gladewater ISD Personnel File Access Request Form

Last Name:	First Name:	Date:
------------	-------------	-------

Obtain a copy of an item/item(s) in my personnel file

List of items: \_\_\_\_\_

I verify that the above information is correct and that I am the employee requesting the file. I understand that I will only be allowed to review the file in the Human Resources Office in the presence of an HR staff member.

Employee Signature \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

---

HR Use Only:

Date file copied:	Date file reviewed:
HR signature:	Date:
Verified by:	Identification verified:

***“Effective Citizenship”***