



**PETITION TO HAVE INFORMATION REMOVED FROM PERSONNEL FILE**

In accordance with Board Policy § 3232, you may petition to have removed from your personnel file any information which you consider to be invalid, irrelevant, or outdated. See [https://boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189549](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189549). Once your petition has been received, it will be reviewed by the Assistant Superintendent for Human Resources, or his designee. A recommendation will be made to the Superintendent. Once the Superintendent has rendered a decision, you will be informed in writing. Should you disagree with the Superintendent’s decision, you may file a written appeal to the Board of Education within ten (10) scheduled workdays. The Board will make a decision based on the information contained in the petition and related materials and documents. You will be informed of the Board’s decision in writing.

**Please complete the following information in its entirety and with specificity in regard to the documents you are petitioning to have removed. Ex-employees generally do not have the right to petition to remove information from their personnel files, unless extenuating circumstances apply.**

1) **Date:** \_\_\_\_\_

2) **Name:** \_\_\_\_\_

3) **Home Address :** \_\_\_\_\_

4) **Telephone:** (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

5) **Position:** \_\_\_\_\_

6) **School/Department:** \_\_\_\_\_

7) **Documents to be petitioned for removal:**

<u>Document</u>	<u>Date</u>

8) **I consider the above listed documents to be:**  
 invalid       irrelevant       outdated

9) My reasons for considering the above listed document(s) to be invalid, irrelevant, or outdated are:

10) I have attached a letter and/or other supporting documentation.

Yes       No

Please identify the attached supporting documentation below:

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Signature of petitioner

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Date signed

Email address: \_\_\_\_\_

Please direct the completed form to:

Jeff Koweek  
Director of Employee Entitlements  
Wake County Public School System  
5625 Dillard Drive, Crossroads I  
Cary, NC 27518  
(Fax) 919-854-1689  
[jkoweek@wcpss.net](mailto:jkoweek@wcpss.net)