



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may petition to have removed from your personnel file any information which you consider to be invalid, irrelevant, or outdated.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 <http://www.wcpss.net/policy-files/series/policies/print-friendly/3232-bp.html>. 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) **Mailing 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 invalid irrelevant outdated

9) My reasons for considering the above listed document(s) to be invalid, irrelevant, or outdated are: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

Signature of petitioner

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