

Request to Correct Record

I, _____, employed by _____
[Name of Employee] [Name of school district or college]

as a _____, hereby request the opportunity to correct the personnel
record described as _____
[Specify records]

I understand that the employer may or may not agree to make the correction. I further understand that, if agreement is not reached, I may place a statement to be attached to the statement objected to which will be placed in the relevant file and which will remain with the file but will not evidence a presumption that the employer agrees with the statement.

[Date]

[Signature of Employee]

■