

**Wrangell Public Schools  
Human Resources Office  
P.O. Box 2319  
Wrangell, AK 99929-2319  
907-874-2347**

**Request to Inspect Personnel File**

**Request to Inspect File:**

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of this Request: \_\_\_\_\_

**Appointment Schedule:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Employee Comments Regarding Accuracy of Information in the File:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
District Office Personnel Signature

\_\_\_\_\_  
Employee Signature