

Professional Educators of Tennessee



Legal Questions: HOW CAN I VIEW MY PERSONNEL FILE?

SUGGESTED WAYS TO VIEW YOUR PERSONNEL FILE:

Step 1 – Make a courteous verbal request at the school system main office for a convenient time/date to review your personnel file. If you receive no time/date within two business days then take Step 2.

Step 2 – Present to main office the letter of request below and mail a copy to PET office. If still no confirmed time/date within two business days then notify PET office by telephone for legal assistance.

TO CONTEST AN ENTRY IN YOUR PERSONNEL FILE:

Step 1 – Discover and photocopy the document(s) in your file, then

Step 2 – Submit a clearly written explanatory memo for addition to file.

Step 3 – Follow up within a “reasonable” time frame to see if your memo was added to your file. If not, then contact PET office for legal assistance.

Note 1: The word “access” in the sample request form letter below implies the right to photocopy part or whole of the contents of your file.

Note 2: If you are concerned about what a school employee might say about you to a prospective employer if you are seeking another job, contact PET for advice.

----- SAMPLE LETTER -----

Date: ___/___/_____

To: (Specify name, appropriate title such as Personnel Director, and identify school system)

Subject: *Request for access to Personnel records*

Dear _____,

Please consider this letter as a request for access to review my personnel records. This request is made pursuant to the Freedom Of Information Act, as well as Tenn. Code Ann. § 10-7-506 which permits access to such files by public employees. If there is any problem with this request please contact me so that I may forward any such concern to my professional association counsel.

Thank you for your cooperation in processing this request. Please advise of a convenient time for me to come by and review and/or photocopy these records.

Very truly,

(your signature)

(type or print your name)

cc: Professional Educators of Tennessee