



UPPER GRAND DISTRICT SCHOOL BOARD
PEOPLE, LEADERSHIP, & CULTURE

REQUEST TO REVIEW H01 FILE

NOTE: PLEASE COMPLETE AND RETURN THIS FORM TO TORI WEST IN PEOPLE, LEADERSHIP, & CULTURE PRIOR TO REVIEWING YOUR H01 FILE.

Name of Employee: _____

Work Site/Department: _____

Reason for Request (Please be specific e.g. I want to view my attendance record in preparation for an automobile accident claim):

Employee's Signature: _____

Date: _____

PLEASE ALLOW MY OSSTF REP (_____) TO VIEW MY FILE
FOR PEOPLE, LEADERSHIP, & CULTURE USE ONLY.

Date of Meeting: _____

PLC Staff Member: _____

Records Viewed: _____

Records Copied: _____

Request to Review H01 File

The information will be kept confidential and users will be the Superintendent of PLC and PLC Administrative staff. The information is included in the H01 file and retained for a period of 10 years after a person leaves the employ of the Upper Grand District School Board, after which time it will be shredded. Questions may be directed to the Manager of PLC Services at the Upper Grand District School Board, 500 Victoria Road North, Guelph ON N1E 6K2 519-822-4420 extension 775.