



Human Resources Document Request Form

Fax to: 660-827-8938
Sedalia School District #200
Human Resources
2806 Matthew Drive
Sedalia Mo 65301

Copy of Driver's License

*Please include a copy of your driver's license
for proof of identity.*

Please Print the Following Information

Please supply me with copies of the items checked below from my personnel file.

Date of Request: ____/____/____

Employee Name: _____ Phone: _____

- Teacher Certificate
- Licensure
- Transcripts
- Professional Development Records
- Summative Evaluations
- Contract or Letter of Employment
- Other _____

Mark one choice please:

- US Mail – Address _____
- School Mail – School Name _____
- Pick Up at Central Office

Employee Signature

FOR HUMAN RESOURCES DEPT. USE ONLY:

Date received: ____/____/____ Processed by _____

Date completed: ____/____/____ Supplied via: US Mail School Mail Picked Up