



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF
EDUCATION

Human Resources

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Nicole Jacobs, IPMA-SCP, SHRM-SCP
Director

SUPERVISOR'S REQUEST TO REVIEW EMPLOYEE OFFICIAL PERSONNEL RECORD

Official Personnel Record Request:

DATE: _____

NAME: _____

EMPLOYEE NUMBER: _____ TITLE/POSITION: _____

SCHOOL/ ACTIVITY CENTER: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

REASON FOR REVIEWING FILE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

APPROVED/DISAPPROVED: _____

Director of Human Resources

PROCESSED BY (Witness): _____

Please note: Contact would be made within 24 Hours