



Open Doors Open Minds

REQUEST FORM TO INCLUDE MATERIAL IN PROFESSIONAL FILE

TO: Dr. Paul Broadie, President
FROM: _____
Print Full Name and position

The items listed below are attached and submitted for inclusion in the Professional File of the following staff member concerned: _____

Prior to submitting the original documents, please make copies for yourself.

1. _____
2. _____
3. _____

SIGNATURE: _____ DATE: _____

TO: Director of Human Resources
FROM: Dr. Paul Broadie, President

- Request to include above-listed material in Professional File is approved.
- Request to include above-listed material in Professional File is denied

SIGNATURE: _____ DATE: _____

THE FOLLOWING WILL BE SENT IF APPLICABLE

TO: _____
(Staff member concerned)

FROM: Director of Human Resources

- The following material may not be included in your Professional File for reasons noted:

SIGNATURE: _____ DATE: _____

Distribution of Completed Form:
Staff Member Concerned, Email Confirmation of documents added to file
Professional File, original document with attachment(s)