



CLEAN FILE REQUEST

Email to: employeerelations@philasd.org
Fax: 215-400-4601

Date: _____

Michelle R. Chapman
Deputy,
Employee and Labor Relations
440 North Broad Street, Suite 202
Philadelphia, PA 19130

Dear Ms. Chapman:

I would like to request that my personnel file be cleared of all negative documents and negative anecdotal records.

Name: _____

Home Address: _____

Employee ID#: _____

School: _____ Loc.# _____

Union: _____

If you have any questions, you may reach me by calling _____.

Thank you very much for your help!

Sincerely,
