

DRAFT - SAMPLE LETTER

Ms. Dana Sirsiris
Director of Human Resources
School District #42 (Maple Ridge-Pitt Meadows)
22225 Brown Avenue
Maple Ridge, BC V2X 8N6

Re: Authorization to Access Teacher Personnel File per Article E.8
(Personnel Files) of the Provincial Collective Agreement

Dear Ms. Sirsiris,

I am writing with respect to my personnel file at District
Education Office.

I am requesting that _____
Name

be given access to review all documents and contents of my
personnel file at District Education office, as per the provisions of
Article E.8 (Personnel Files) of the Provincial Collective
Agreement.

Thank you for your attention to this matter.

Sincerely,

Teaching Member
School District #42 (Maple Ridge-Pitt Meadows)