



**Public Information Access Notification**

Periodically, information concerning district employees is requested by the public. The Public Information Act requires the district to release information regarding name, salary, dates of employment, title, etc. to the public. Employees may choose to keep their address, phone number, Social Security number, and information that reveals whether they have family members private.

This choice must be made within 14 days of hire or the information is subject to public access. Employees may choose to open or close access to this information at any time by submitting a written statement to the personnel records administrator. Each year a new list will be generated.

**Employee Information:**

Name \_\_\_\_\_ Social Security number \_\_\_\_\_

Home address \_\_\_\_\_

Home phone number \_\_\_\_\_ Personal email address \_\_\_\_\_

**Election to Close or Open Public Access:**

- I elect to close public access to my home address, telephone numbers, information on family members and personal e-mail address.
- I elect to open public access to my home address, telephone numbers, information on family members and personal e-mail address.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*PLEASE PRINT IN SUCH A MANNER THAT YOUR NAME CAN BE CLEARLY IDENTIFIABLE**

**\*\* WISD DOES NOT DISCLOSE SOCIAL SECURITY NUMBERS**