

**SPEED S.E.J.A. #802**  
1125 Division Street  
Chicago Heights, Illinois 60411-2491



Telephone: 708-481-6100  
TDD: 708-481-6100  
Fax: 708-481-5713

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**PERSONNEL FILE COPY REQUEST**

I \_\_\_\_\_ am requesting a copy/copies of my personnel file on  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature