

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: GAK-E</b>
	<b>POLICIES AND REGULATIONS</b>	

**PERSONNEL  
REVIEW OF CONTRACTS REQUEST FORM**

**TO:**  
**FROM:** Human Resources Department  
**DATE:**  
**RE:** Contract Review

In accordance with SDCL 1-27-1.5 and Aberdeen School District Policies GAK and GAK-R, \_\_\_\_\_ notified the Human Resources office of his/her interest in reviewing your contract.

He/she reviewed your contract/requested copies on \_\_\_\_\_ and did so in the presence of a Human Resources Department employee; nothing was taken out of or added to your personnel file.

If you have any questions, please refer to policy GAK and GAK-R in the Board Policies found at. <http://www.aberdeen.k12.sd.us/nepn/index.html>.

Copy: Personnel file

**ADOPTED:** June 11, 2012  
**ADOPTED:** JANUARY 23, 2017