

PERSONNEL TRANSMITTAL RECEIPT



Radnor Township School District • Office of Human Resources

To be submitted with all personnel action requests that require notification of receipt by the Human Resources Office.

Employee Section (Please print clearly)

Name:	Dept/Bldg:
Position:	Date:

Complete the following information and attach the required documentation for processing of the personnel action requested. A dated receipt will be returned to you when your material has arrived in the personnel office. Failure to receive a dated notification after a reasonable amount of time should generate a call to determine the status of your request.

Nature of action requested:

Documents attached:

Date received:

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