



Roger León  
Superintendent

# Newark Board of Education

Dr. Yolanda Méndez, Executive Director  
Human Resource Services

Where Passion Meets Progress

Full Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Address: (No PO Boxes) \_\_\_\_\_

Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

My inquiry is directed to:

AOS	Benefits & Compensation	Payroll	Records & Verification	Staffing	Labor Relations	Other	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State reason for inquiry:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

FOR HRS USE ONLY

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_