

Teacher Name
Address

Date

Sue Peter-Weeks
Manager of Human Resources – Labour Relations
Ottawa-Carleton District School Board
133 Greenbank Road
Ottawa, ON
K2H 6L3

Re: Request for Removal of Disciplinary Action from Human Resources File

Dear Ms. Peter-Weeks:

Under Article L33.03 of the Collective Agreement, I am writing to request the removal of a discipline file that was placed in my file on _____. It has been over three (3) years since that discipline and my personnel file has been free of any written warning or other disciplinary action during the intervening period. Thanks, in advance, for taking the time to review my request. I look forward to hearing from you in regards to this matter.

Sincerely,

Name
Teacher
School
Board email

For Reference: L33.03 Disciplinary Notations (C.A. for D25 T.B.U.)

*At the teacher's request, the Board shall remove a record of disciplinary action and letters of a disciplinary nature from the teacher's file **after three (3) years (excluding leave) provided there has been no disciplinary action in the interim.** However, any such document which is required to be retained by statute, and any discipline concerning abuse (including sexual or physical misconduct) shall be retained by the Board but may be placed in a separate, sealed envelope but shall not be further relied upon, except as required by law.*

