



Book	Policy Manual
Section	4000 PERSONNEL
Title	Employment References
Code	BP 4112.61
Status	First Reading
Cross References	<a href="#">BP 4112.6 - Personnel Records</a> <a href="#">AR 4112.61 - Guidelines for Writing Letters of Reference</a>
Adopted	February 7, 2005

The Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee is responsible for processing all requests for references, letters of recommendation, or information about employee performance, including the causes or reasons for separation regarding all District employees other than the Superintendent.

References which are not secured through the Superintendent or designee reflect the personal views or opinions of the author and do not reflect the views of the District.

*Legal References:*  
*ALASKA STATUTES*  
*AS 09.65.160 Job References*