

PROCTOR PUBLIC SCHOOLS
EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

To: Independent School District No. 704
131 Ninth Avenue
Proctor, MN 55810

RE: Personnel Records of _____
Name

Date of Birth

Social Security Number

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn. Rules 1205.1400, Subd. 4, to release to:

_____, their representatives or employees, all
information pertaining to (describe):

maintained by the employer school district, with the following exceptions:

The information is needed for the purpose of (specify):

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Signature of Employee: _____ Date: _____

ATTENTION PUBLIC FACILITIES: Minnesota Statute § 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.