

Andes Central School District	NEPN Code: GB Page 1 of 1
Policy Manual	

GENERAL REFERENCE POLICY

It is the policy of this school district to respond only to written requests for reference information. The information which may be released includes the employee name, job title, salary and dates of employment.

This policy applies to current or former employees and should not reflect either negatively or positively on a specific employee. If an employee would like additional work-related information released, they would sign the release of information form provided by the Superintendent. Employees are in no way required to sign the release.

This release will be placed in your personnel file.

Legal References:

Adopted: January 12, 2009

Revised: