



Book	BYLAWS AND POLICIES
Section	8000 OPERATIONS
Title	LETTERS OF REFERENCE
Code	8340
Status	Active
Legal	I.C. 22-5-3-1
Adopted	September 15, 2020

The Board recognizes that an employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with prospective employers. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

The Board Chair shall develop the administrative guidelines necessary to implement this policy.

