## Community School for Creative Education

## VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the CSCE Deputy Director. Only the Deputy Director is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, Community School for Creative Education will disclose only the dates of employment and the title of the last position held. Community School for Creative Education (CSCE) will verify or disclose an employee’s salary history only if the employee provides written authorization for CSCE to provide the information. However, CSCE will provide information about current or former employees as required by law or court order. CSCE will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Deputy Director.

Board Approved: