



MOORE NORMAN
TECHNOLOGY CENTER

POLICY # **402**

Adopted: December 18, 2014

Revised: October 12, 2021

BOARD OF EDUCATION POLICY

EMPLOYMENT REFERENCES- RELEASE OF INFORMATION REGARDING EMPLOYEES

The district will respond promptly and professionally to reference requests regarding current and former employees. The Executive Director of Human Resources or their designee is the district's representative authorized to handle all such responses.

Unless an appropriate written release is submitted, The Executive Director of Human Resources or their designee is only authorized to release public records related to employment, to confirm an employee's dates of employment, and identify the position(s) held by the employee.

If an appropriate written release is submitted, The Executive Director of Human Resources or their designee will provide whatever information is authorized.

ESSA Mandate Compliance

All district employees are required to comply with the Every Student Succeeds Act requirements related to employment references.

No employee may assist a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knew or has probable cause to believe, that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Reference: OKLA. ST AT. tit. 40 § 61; 20 USC §8546