Hewlett-Woodmere UFSD Policy # 9285

Letters of Reference

It is the District's policy not to give reference letters other than advising prospective employers of the current or former employee's title and employment dates. Personal letters of recommendation may be given pursuant to regulations established by the Superintendent.

Adoption: 6/21/06
Abolished: December 19, 2018

Letters of Reference

It is the District's policy not to provide school district sanctioned reference letters other than advising prospective employers of the current or former employee's title and employment dates. If an employee is asked to write a personal letter of reference for a current or former employee, no such reference may be written unless the employee seeking the reference has signed a Waiver and Release form attached as Exhibit A. The signed release form shall be sent to the Assistant Superintendent for Human Resources and Student Services for inclusion in the personnel file of the employee requesting the reference. A "personal letter of reference" does not include execution of form requests. Employees are always free to refuse a request for a letter of reference.

Official district letterhead stationery shall not be used for personal letter of reference. The employee writing the letter must specifically state in the reference that, as a matter of policy, the district does not give letters of reference and that the reference is a personal one given by the writer and not intended to be a district reference.

WAIVER AND RELEASE FOR LETTER OF REFERENCE

This form must be forwarded to the Assistant Superintendent for Human Resources and Student Services by the Administrator who is providing the reference prior to submission of any references pursuant to Administrative Regulations _____.

Dear_____:
(To employee asked to write letter)

I am writing to confirm my request that you write a letter of reference for me to _____ _____. I understand that it is the policy of the Hewlett-Woodmere Public Schools not to give reference letters other than to advise prospective employers of the current or former employee's title and dates of employment.

I am requesting that you provide me with your personal letter of reference which I understand will not be on District letterhead stationery. I also understand that in your personal reference letter, you will state that the Hewlett-Woodmere School District does not give letters of reference, that your reference is a personal one and that it is not intended to be a District reference.

As an inducement to you to provide a reference for me, I hereby covenant, on behalf of myself, my dependents, heirs and assigns, not to sue and fully release and discharge you, the Hewlett-Woodmere School District, its officers, employees, successors and assigns from any and all claims, actions or causes of actions of whatever kind or nature (including but not limited to claims of negligence) which I now or in the future may have in any way arising out of or related to the letter of reference or its accuracy and fairness. This release includes, but is not limited to, a waiver by me of any right which I may have to a hearing as a matter of constitutional right, Federal or State law or regulation, contract or District policy arising from or related to your letter of reference.

Very truly yours,

_____

Signature/Date
(Signature of person requesting reference)