

## Disclosure of Information to Prospective Employers

Pursuant to state law, the District shall, upon request, disclose to another school district, school or child care organization the reasons for a teacher's separation from employment; any pertinent performance or disciplinary records of the teacher that specifically relate to any negligent action by the teacher that was found to endanger the safety and security of a student; and any disciplinary records that relate to behavior by the teacher that was found to have contributed to a student's violation of the District Conduct and Discipline Code. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district and the person applying for a position as a teacher.

With regard to all other former or current District employees, the District shall disclose to prospective employers, information relative to the employee's suitability for reemployment, including his/her work-related skills, abilities and habits. In the case of a former employee, the District shall also disclose the reason for the employee's separation.

The District, and its employees, agents and representatives authorized by the District to make such disclosures, shall be immune from civil liability for disclosing such information unless the District knew or should have reasonably known that the information was false.

When the District provides written information about a current or former employee to a prospective employer, they shall send a copy of that information to the employee upon request. The District shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the District for any copies of the written information requested by the employee.

Adopted November 10, 1999

Revised April 25, 2007

LEGAL REFS.: C.R.S. 8-2-114(2),(3),(5) Immunity from civil liability  
C.R.S. 22-63-202 Employment contracts

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring  
GDC/GDF, Support Staff Recruiting/Hiring

St. Vrain Valley School District RE-1J, Longmont, Colorado