

Procedures for Releasing Personnel Records to Hiring School Districts

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of Idaho Code 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee’s personnel file relating to job performance or job related conduct. Note – The District may provide records in electronic format.
  - a. Pursuant to state law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:
    - i. All annual evaluations;
    - ii. Letters of reprimand;
    - iii. Letters of direction;
    - iv. Letters of commendation or award;
    - v. Disciplinary actions and documentation of disciplinary investigations,
    - vi. Recommendations for probation;
    - vii. Notices of probation and notices of removal from probation;
    - viii. Recommendations for termination or nonrenewal;
    - ix. Notices of termination or nonrenewal;
    - x. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
    - xi. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a requests for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee’s administrative evaluator or other administrative authors of communication to the employee shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee’s personnel file relating to *alleged* verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee’s personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee’s/former employee’s file as well as any medical documentation.
5. No District employee who in good faith discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Cross Reference:     5100                             Hiring Process and Criteria  
                               5500                             Personnel Files

Legal Reference:     I.C. § 33-1210             Information on past job performance

Policy History:  
 Adopted on: 07/26/11  
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