

## **Employment References**

Letters of reference reflect the personal views or opinions of the author and in no way reflect the views of Fresno Unified School District. The District is not responsible for any liability arising from any references.

All letters of reference shall be accompanied by a copy of BP 4112.61. When an employee of the District is asked for a letter of reference, the employee must inform the individual requesting the reference that he/she must have a REQUEST FOR REFERENCE AND LIABILITY RELEASE AGREEMENT completed and on file with the Division of Human Resources. If the individual requesting the reference has not completed the Agreement, he/she may obtain one from the Division of Human Resources. Once completed and returned to the Division of Human Resources, the individual may show a copy of that Agreement to the employee from whom the reference is being requested or the employee may call Human Resources to verify that the Agreement is on file.

All letters of reference shall be accompanied by a copy of BP 4112.61 which will be made available as District warehouse stock to be ordered by schools and departments as a supply item, or may be photocopied.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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Revised: August 25, 1994