

PERSONNELGENERAL PERSONNEL – Release of Credit Information

When a request for credit information about a School District employee is received by telephone, the only information to be released is whether or not the person is employed by the District.

Credit information requested by mail may be released with the following conditions:

1. Written permission to release information must be obtained from the individual about whom information is requested.
2. An administrator must sign the released materials.

ADOPTED: September 20, 1984

REVIEWED: February 15, 1994; July 5, 2001