



NEWPORT-MESA UNIFIED SCHOOL DISTRICT  
REFERENCE CHECK PROCEDURE

*Effective Immediately:*

**Option 1: Providing Reference Information when a *Release of Employment Reference Information Waiver Form* Is on File:**

An employee (certificated/classified), student teacher, or intern **may** complete the *Release of Employment Reference Information Waiver* form (see attached) to authorize the release information and submit the form to their administrator/supervisor. The administrator/supervisor is required to maintain **all** completed waiver forms at the site/department in a permanent alpha file. Upon request, the administrator/supervisor may supply oral/written reference information if a *Release of Employment Reference Waiver* form is on file.

**Other Requests for Reference Information:** Reference requests from parent volunteers, student teacher requests made to teachers, etc. must be coordinated by the administrator/supervisor to verify that a *Waiver* form is on file.

**Special Note:** Reference information provided must be confined to factual work related information/observation that is complete and accurate to the best of the administrator's/supervisor's knowledge. Please contact Human Resources to clarify any questions.

***Authorization may be revoked by the employee (certificated/classified), student teacher, or intern at anytime and then Option 2 below will apply.***

**Option 2: When No *Release of Employment Reference Information Waiver Form* Is on File**

If the employee (certificated/classified), student teacher, or intern has **not** completed *Release of Employment Reference Information Waiver* form to authorize the release of information the administrator/supervisor will follow the procedures below:

When **no** *Release of Employment Reference Information Waiver* is on file at the site/department, refer all employment verifications and reference checks to the Human Resources Office. Because processing has been centralized for these requests, only the Human Resources Office has the authority to provide reference information or employment verification. The decision to centralize processing is made to ensure consistency, accuracy, and comply with the legal requirements in responding to employment reference inquiries.

Therefore, when a caller requests a reference check and no release is on file, please advise the caller to fax or mail a written employment verification request, on business letterhead, to the Human Resources Office. (Both Certificated and Classified inquiries should be referred to fax number (714) 424- 5037.)

Be advised that the Human Resources Office will respond, and will only provide information regarding dates of hire, verification of salary information, and job title if requested. Performance information will not be released by the District unless the release is required by law or procedure.

If you have any questions regarding this directive, please contact Human Resources