

**Note: Form for procedure**

**Recommendation: Accept as written.**

**Soda Springs School District 150**

**APPLICANT'S  
RELEASE AND AUTHORIZATION<sup>1</sup>**

Full Name: \_\_\_\_\_

I, \_\_\_\_\_, an applicant for a position with the \_\_\_\_\_ School District, in \_\_\_\_\_, Idaho request that the \_\_\_\_\_ School District, located in \_\_\_\_\_, provide a copy of the documents relating to my job performance or job-related conduct in my personnel file to the \_\_\_\_\_ School District within 20 business days of the date of this request.

Specifically, the following documents are requested to be released:

- All annual evaluations;
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;
- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho professional standards commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee relative to any of the above documents.

This Release and Authorization further authorizes \_\_\_\_\_ (PRIOR DISTRICT) personnel to discuss my job performance with any identified representative for the \_\_\_\_\_ Soda Springs School District where I am an applicant for a position.

I understand that by signing this release, I am waiving my right to keep this information confidential. I certify that my consent for the release of this information is entirely voluntary. I release my current and past employers and employees acting on behalf of that employer, from any liability for providing the information set forth above, or for discussing my job performance with representatives of the \_\_\_\_\_ School District. I certify that I understand this consent to release can be revoked by me at any time in writing but will not be effective for materials already released under it.

<sup>1</sup> This release should be utilized with those applicants with prior public school work experience.

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Signature

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Date