



Book	Policy Manual
Section	READY FOR 4-14-2026
Title	Copy of LETTERS OF REFERENCE
Code	po8340 TO BE DELETED
Status	
Adopted	December 8, 2015

~~8340~~ **LETTERS OF REFERENCE**

~~The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member or former staff member's performance with a prospective employer. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.~~

~~If an administrator opts, however, to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the individual's personnel file.~~

~~In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith without malice.~~

~~The District Administrator shall develop the administrative guidelines necessary to implement this policy.~~

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Legal 895.487(2), Wis. Stats.

Last Modified by Coleen Frisch on March 24, 2026