

**Notus School District 135**

25257 Notus Road  
Caldwell, ID 83607

Office: (208) 459-7442 Fax: (208) 453-1027

**REQUEST TO EMPLOYER IDAHO CODE 33-1210**

Idaho Code 33-1210 requires all Idaho School District employers to obtain past School District employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School District. Specifically, the code section language states:

Before hiring an applicant, a School District shall request, in writing, electronic or otherwise, the Applicant's current or past employers, including out-of-state employers, to provide the information described in subsection (2)(a) of this section, if any.

The aforementioned subsection (2)(a) of the statute requires Applicants to sign a statement "authorizing the applicant's current and past employers [meaning school district employers], including employers outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring School District copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the Applicant."

Enclosed please find a copy of the signed Authorization for Release of Information from \_\_\_\_\_, an Applicant for employment with the Notus School District. This individual has identified your District as a prior employer. Accordingly, we are requesting that you please provide to the District a copy all information relating to this individual's performance as an employee with your District. In accordance with the terms of the statute in question, we request receipt of this information within twenty (20) business days after receipt of this request. This information may be sent either as written documentation or in electronic format. We would request that you advance this information to:

Notus School District  
25257 Notus Road  
Caldwell, ID 83607

Roseann Coles  
HR Admin. Assistant  
colesr@notusschools.org

It should be noted that this statute provides that any School District or employee acting on behalf of the School District, who in good faith discloses information pursuant to this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under

this section unless the evidence establishes one (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.

Should you have any questions regarding this matter, please contact: Roseann Coles, Notus School District HR Admin. Assistant at the above contact information or at 208-459-7442.

Policy History:

Adopted on October 5, 2011

Revised on: August 9, 2021