

**PERSONNEL**

**5100F2**

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

Idaho Code 33-1210 requires all Idaho Public School employers to obtain past Idaho Public School employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School. [Idaho Code 33-5210(3) requires public charter school to comply with laws governing safety including but not limited to sections . . . 33-130 (Criminal history checks for school district employees or applicants for certificates or individuals having contact with students) and Idaho Code 33-1210 is clearly designed as a safety measure for public schools hiring certificated employment candidates.]

The aforementioned statute requires Applicants to sign a statement “authorizing the applicant’s current and past employers, including employers outside of the State of Idaho, to release to the hiring Charter School all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring Charter School 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 Alturas Preparatory Academy. This individual has identified your Public School as a prior employer. Accordingly, we are requesting that you please provide to the Charter School a copy of all information relating to this individual’s performance as an employee with your Public School. In accordance with the terms of the statute in question, we request receipt of this information within 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:

Alturas Preparatory Academy  
2280 E 17<sup>th</sup> St, Idaho Falls, ID 83404  
apa@alturasacademy.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 or more of the following:

1. That the employer knew the information disclosed was false or misleading;
2. That the employer disclosed the information with reckless disregard for the truth; or
3. That the disclosure was specifically prohibited by a state or federal statute.



**ALTURAS**  
PREPARATORY ACADEMY  
EDUCATION | SERVICE | COMMUNITY

2280 E 17<sup>TH</sup> ST, IDAHO FALLS, ID 83404

APA@ALTURASACADEMY.ORG

WWW.ALTURASPREP.ORG

208.932.9440

Should you have any questions regarding this matter, please contact Michelle Ball at the above contact information.

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Michelle Ball, Executive Director