

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota
Educating our students to reach their full potential

Series Number 401.5.2P Adopted December 2003 Revised _____

Title Background Check: Adverse Action Letter

Date

Dear (Applicant Name):

This letter is to notify you that Independent School District 196 is unable to make you an offer of employment based on our hiring criteria, which includes information received from our criminal background check.

If you have any questions, please call me at 651-423-7859.

Sincerely,

Director of Human Resources