

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*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