

OFFICE OF CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

April 16, 2010

TO: Cabinet  
FROM: Christine Frazier  
SUBJECT: Letters of Reference

This office receives countless requests for letters of reference from former employees, social acquaintances, people we have worked with and others who have or had contact with us or this office. While anyone is free to write a personal reference, **no letter of reference should be on office letterhead without first receiving permission from any of the following:**

Assistant superintendent, deputy superintendent, associate superintendent or superintendent.

Adherence to this policy will avoid the perception that a personal reference is an office-sanctioned reference.

CLF:it