

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]

RE: Background Reference Request for [Applicant Name]

Dear [Recipient Name],

The individual named above has applied for a position as a Substitute Teacher with [School District/Organization Name] and has provided your name as a professional reference.

To assist us in our selection process, please provide your feedback regarding the applicant's performance and character during their time with your organization from [Start Date] to [End Date]. Specifically, we would appreciate your input on the following:

- The applicant's reliability and punctuality.
- Their ability to manage a classroom and follow lesson plans.
- Their professionalism and interaction with students and staff.
- Confirmation of their previous job title and duties.
- Whether you would recommend them for a position involving the supervision of minors.

Is there any reason, related to the safety and welfare of children, why this applicant should not be employed in a school setting?

Your response will be kept confidential to the extent permitted by law. Please return this information by [Date] via email at [Email Address] or by mail to the address listed above.

Thank you for your time and cooperation in helping us ensure the safety and education of our students.

Sincerely,

[Your Name]
[Your Title]
[School District/Organization Name]