

Public Examination of School District Records

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 7:30 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. Persons wanting copies of public records may be assessed a fee for copies. The school district may require pre-payment of the costs prior to copying and mailing.

Persons wanting compilation of information may be assessed a fee for the time to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Approved: March 15, 1999
Revised: September 29, 2015