

NOTICE TO RECORD REQUESTERS

(To be posted in appropriate school office where records are maintained.)

SCHOOL _____

A. CUSTODIANS:

The official custodian of records found in this school is:

Building Secretary _____

Persons designated as record custodians for this office are:

B. OFFICE HOURS FOR RECORD REQUESTS:

Any person requesting a public school record made, maintained, or kept by this office may make such request anytime during the following hours:

- Monday -- 9:00 A.M. to 3:00 P.M.
- Tuesday -- 9:00 A.M. to 3:00 P.M.
- Wednesday -- 9:00 A.M. to 3:00 P.M.
- Thursday -- 9:00 A.M. to 3:00 P.M.
- Friday -- 9:00 A.M. to 3:00 P.M.

C. INSPECTION AND COPYING CHARGES:

The school district has established certain record search and record copying charges that are intended to compensate the school for the expenses it incurs in the course of honoring your request. The fee schedule is posted in this office.

D. INSPECTION AND COPYING POLICIES:

The school has adopted certain policies and procedures regarding the manner in which your request for record inspection and/or copying is to be made by you and how that request will be handled by this office. Such policies and procedures are public records and may be reviewed and/or copied.