

Policy 7400	Parent Information Requests
Approval Date	December 2023
Category	School Board Governance
Accountability	Board of Directors, Leadership

This policy was adopted to meet compliance regulations specific to SB49 (2023) and North Carolina state law: N.C. Gen. Stat. § 115C-76.20.

A parent may request any information that the parent has a right to access under Article 7B, Part 1, of Chapter 115C of the North Carolina General Statutes, including the information set out in the school's policies governing Parent Rights, Parent Involvement, Parent Review of Instructional Materials, and Notifications Regarding Student Health. Parents requesting information under this section must submit their request in writing to the principal and executive director.

Process for Responding to Requests

If a parent submits such a written request for information pursuant to this policy:

1. Within 10 business days of receiving the request, the principal and/or executive director shall either (i) provide the requested information to the parent or (ii) provide a notice that an extension of no more than 20 business days is necessary to respond to the request due to either its volume or complexity.
2. If the principal or executive director fails to respond to the request or provide the information within the timeframes set forth above, the parent may contact the Chair of the school's Board of Directors to request such information. In such case, the Chair shall ensure that a response is provided to the parent within 10 business days.
3. If the Chair of the Board denies the request or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the Board of Directors. The parent must submit such an appeal within 20 business days of the date the request was submitted to the Chair.
4. If an information request is appealed to the Board of Directors within the time limit set forth in Step 3, above, the Board shall place the parent's appeal on its agenda for the next board meeting. Pursuant to G.S. 115C-76.40, the Board's decision under this policy is final and is not subject to judicial review.

G.S. 115C-76.40