

## KBA PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administration offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the requester's identity and reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District also may ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who want to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available within a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance. The charge for paper copies is 10¢ per page. The charge for copies on other forms of medium is actual cost.

The Board's public records policy is posted in a conspicuous location and in all District buildings. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule will be maintained and readily available to the public in the central office.

Adopted: February 22, 2007

Revised: October 25, 2007; November 26, 2007; September 15, 2016, January 14, 2021

INDIAN CREEK LOCAL SCHOOL DISTRICT  
PUBLIC RECORDS REQUEST FORM

**NOTE: A WRITTEN REQUEST TO INSPECT PUBLIC RECORDS IS NOT MANDATORY AND YOU MAY DECLINE TO REVEAL YOUR IDENTITY OR THE INTENDED USE OF THE INFORMATION. HOWEVER, COMPLETION OF THIS FORM MAY ENHANCE THE ABILITY OF THIS OFFICE TO IDENTIFY, LOCATE AND DELIVER THE PUBLIC RECORDS YOU SEEK. IF THE REQUEST IS FOR STUDENT DIRECTORY INFORMATION, YOU MAY BE REQUIRED TO REVEAL YOUR IDENTITY OR INTENDED USE OF THE INFORMATION TO ALLOW THIS OFFICE TO ASCERTAIN WHETHER THE INFORMATION IS FOR USE IN A PROFIT-MAKING PLAN OR ACTIVITY.**

Please complete this portion of the form to make a request to inspect public records maintained by this school district.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Please identify, as specifically as possible, the records you would like to inspect: \_\_\_\_\_  
\_\_\_\_\_

Please state the intended use of the requested information: \_\_\_\_\_  
\_\_\_\_\_

If you are requesting copies of public records, please state the medium on which you would like the records duplicated (i.e., paper copies, CD, etc.) \_\_\_\_\_  
\_\_\_\_\_

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**FOR OFFICE USE ONLY**

- This public records request is approved and any requested copies were provided.
  
- This public records request is denied as ambiguous, overly broad, or the requester has difficulty in making the request such that this office cannot reasonably identify what public records are being requested, **AND** the requester has been given the opportunity to revise the request by being informed of the manner in which records are maintained by this office and accessed in the ordinary course of the office or staff personnel's duties.
  
- The public records request is denied in whole or in part. For any portion of the request that is denied, provide a written explanation for the denial (including legal authority) and return a copy of this form to the requester with this explanation: \_\_\_\_\_  
\_\_\_\_\_

Copy costs assessed: \$ \_\_\_\_\_ Copy costs paid: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Records Officer