



Procedures for Requesting Public Records in Lawrence Public Schools

The Educational Support Center of the Lawrence Public Schools is located at 110 McDonald Drive in Lawrence, Kansas 66044-1063. The records of USD 497 are available for inspection or copying at the ESC during regular office hours: 7:45 A.M.-4:15 P.M. Monday-Friday. Some records, as indicated below, may be available for inspection at other locations.

1. A request for access to a public record should be directed to the custodian of the record. The following is a list of types of records and their custodian:

Type of Record	Custodian	Location
District Records	Clerk of the Board	110 McDonald Drive
Business Records	Executive Director, Finance	110 McDonald Drive
Staff Records	Assistant Superintendent, Human Resources	110 McDonald Drive
Student Records	Building Principals	Schools

2. Submit a written request to the custodian of the record. (A form is provided but not required.) Your request should include your name, address, phone number, and a description of the record of which you are seeking access.
3. If the record falls within an exception, the custodian of the record may ask you to submit a written explanation of why you believe you have a right to access the record. (By law, public records may not be used for commercial sales or solicitation purposes.)
4. Upon receiving the request, the custodian of the record will retrieve the requested record and provide the record for your inspection as soon as possible.
5. If the record cannot be provided immediately, the custodian of the record will inform you in writing of the time and place the record will be made available.
6. Public records must not be removed from our offices. The custodian of the record will show you to an area to view the materials. If you want a copy of the record, please inform the custodian of the record who will arrange for copying. (A copying fee of ten cents per page is required. Per Kansas law, a reasonable fee may be assessed to compensate for staff time used to fulfill a request.)
7. If you want to access a public record on a business day (Monday-Friday, excluding legal holidays) when our facilities are closed, please notify the custodian of the record 24 hours in advance of the time you require access to the record so accommodations may be made.



Date/time of request: _____

Request for Public Records in Lawrence Public Schools

Name: _____ Phone: _____

Email: _____

Address: _____

Description of record: _____

Would you like a copy of the record? YES / NO

(A copying fee of ten cents per page is required.)

(Per Kansas law, a reasonable fee may be assessed to compensate for staff time used to fulfill a request.)

K.S.A. 45-220. I certify that I do not intend to, and will not: A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

(Signature)

(Date)

(FOR OFFICE USE ONLY – Check and complete only those that apply.)

_____ Access to this record was provided at the time of the request.

_____ A fee was collected in the amount of: _____.

_____ I'm sorry, immediate access to this record is not available. As the custodian of the record, I will provide access by: _____.

_____ This record appears to fall under one of the KORA exemptions, please indicate why you believe you have a right to access this record:

_____ Access to this record has been denied as it falls under the following KORA exemption:

(Indicate reason for denial of access to record)

Records Custodian or Freedom of Information Officer: _____

(Signature & Date)