RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

Release of Documents to Third Parties | 3001.9

No school or District documents are to be given to any attorney, insurance company, or third party without prior authorization from the Assistant Superintendent for Special Services. All calls received from individuals requesting documents such as medical reports and incident reports should be directed to the Deputy Superintendent.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.