THE ACADEMY OF CHARTER SCHOOLS

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The Academy Open Records Request Policy

This regulation applies to all requests submitted pursuant to C.R.S. § 24-72-201 et seq., to inspect public records in the custody or control of The Academy. The Academy is committed to the guiding principles of openness, transparency, accountability and responsiveness.

This policy is intended to balance the demands of the Colorado Open Records Act (CORA) and The Academy's obligations as a public school within the State of Colorado.

Protocols for Requests

Before making a request for records pursuant to this policy, requesters should refer to the school's website, https://www.theacademyk12.org to determine if the information sought is posted and publicly available. If there are any questions regarding what type of information is posted on The Academy's website please contact the Custodian of Records (contact information below).

Requests for Records:

The Academy is required to produce records in response to qualifying requests made pursuant to CORA. The Academy strives to be as transparent as possible; however, not all documents maintained by the school are available for public inspection. Some documents must be kept confidential to respect the privacy of students and families or otherwise comply with relevant federal and state laws. All documents restricted from disclosure under C.R.S. § 24-72-204 shall not be released.

For the fastest and best response, requesters should avoid vaguely worded inquiries. Each request must be as specific, clear, and narrow as possible. Requests should include:

- Requestor's name and mailing address;
- Requestor's phone number or email address so that The Academy can contact requestor if clarification is needed;
- A detailed list or description of the specific records sought, including search terms and date range.

A statement explaining the requester's reason for making the request is helpful for The Academy to fulfill the request but is not required.

If a request fails to meet these guidelines, the school may be unable to fulfill the request. If more information is needed to process the request, or if the records requested do not exist at the school, The Academy will make reasonable efforts to contact the requester at the contact information provided within the timeframe for responding to the request.

Requests to inspect public records must be in writing and mailed or emailed to the Custodian of Records (contact information below). If a request is sent

via email to anyone other than the Custodian, or if the Custodian does not accept such an email request, it will not be considered received by The Academy.

CORA is not a record retention statute, and the school is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or school's policy on records retention.

General Questions and Requests for Information

General questions and requests for information that are not submitted in writing pursuant to this policy are not requests for "public records" as defined by the law. Therefore, the school is not required to respond to them according to CORA's specifications. Although it is not required, the school may respond to all such questions and requests for information.

Responses to Requests

Time for response to records requests shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received.
- Such a period may be extended upon determination by The Academy that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.

Requests to inspect records will not take priority over the regular work activities of The Academy's employees. Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be $.25 per page or, for documents in non-standard formats, the actual duplication costs. SCHOOL will not charge for the first 25 pages of printing and will not charge a per-page fee for records that are provided in a digital or electronic format.
- The Academy may charge a research and retrieval fee based on the actual cost of responding to the request. The hourly rate for employee time is $41.37 per hour, and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of $.25 per page.
- Payment must be received prior to the requestor receiving copies. The Academy must accept credit card or other electronic payments if The Academy accepts such payment types for other charges.

If charges are expected to exceed $25, The Academy will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, they must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above for responding to the CORA request.

If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal SCHOOL working hours. Such inspection must be supervised by a school representative and the requestor may be charged for any employee time exceeding one hour associated with such inspection.

Manipulation of Records

The school may manipulate existing records to redact or exclude information not subject to disclosure. If the school is required to manipulate data to generate the record, the school may charge an hourly fee that applies in the same manner as the research or retrieval of records. The Academy has the right to redact electronic mail addresses, telephone numbers or home addresses on the ground that disclosure to the applicant would be contrary to the public interest.

A record stored in a digital format will be shared via email, or by another mutually-agreed upon method if the size of the record prevents transmission via email. The document will be provided in a searchable or sortable format except when it is not technologically or practically feasible to do so or when it is not feasible to permanently remove any information that is excluded from the request without the use of additional software or programming.

For questions related to CORA requests please contact:

Custodian of Records/Registrar

helpdesk@theacademyk12.org

303-289-8088

Requests to inspect public records must be in writing to the Custodian of Records. Requests may be mailed or emailed to:

The Academy

ATTN: Custodian of Records/Registrar

11800 Lowell Blvd. Westminster, CO 80031

helpdesk@theacademyk12.org

LEGAL REFS.: CRS 24-72-201 et seq.

The Board of Directors at The Academy approved the CO Open Records Act Policy on Monday, September 28, 2026.

Board Chairperson

9/28/26

Date