

Request to Examine and/or Copy District Records

PUBLIC ACCESS

Records of the Board, except those specifically exempted by statute, are open to public inspection at the Office of the Superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office and of each school building, as appropriate.

Records exempted from public access include:

1. Records of a personal nature where public disclosure is an invasion of personal privacy.
2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.
3. Records or negotiation of real estate transactions until such time as property has been acquired.
4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.
5. Preliminary drafts and recommendations.
6. Student records are prohibited from being released by the Family Education Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.
7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:

Name: _____

Address: _____

Phone #: _____ Date: _____

Specify in detail the record(s) requested. Attach another page, if necessary.

_____ *Signature of Person Requesting Record(s)* _____ *Month/Day/Year*

Please attach requests made by letter or FAX to this form.

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. **Cost per page shall not exceed 10 cents.**

For Office Use Only	
Records Request received by _____	Date _____
Records Request referred to (if applicable) _____	Date _____
Records Request complied with by _____	Date _____
Records request <input type="checkbox"/> Approved <input type="checkbox"/> Not approved (explanation attached)	

Review/Revised:8/28/07