

## **Public Records (Public's Right to Know)**

The Governing 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 building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of ESC-wide interest is coordinated by the Superintendent.

Business of the Governing Board is discussed and decisions are made at public meetings of the Governing Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Governing 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 administrative offices are open.

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

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

Any individual who wants 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 ESC 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 for profit-making purposes or 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 in a reasonable period of time.