

2022-2023

## REGULATORY AFFAIRS

SCHOOL POLICY ON PUBLIC RECORD

2022-2023

REVIEWED AND APPROVED BY THE GOVERNING AUTHORITY AUGUST 18<sup>TH</sup>, 2022

ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE

OFFICE OF THE ASSISTANT SUPERINTENDENT- REGULATORY AFFAIRS



## ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE

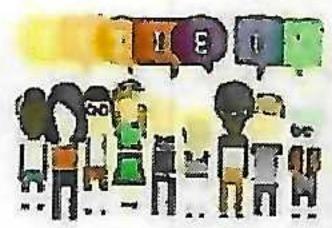
## OFFICE OF THE DIRECTOR OF SPECIAL SERVICES REGULATORY AFFAIRS

728 Parkside Boulevard, Toledo, Ohio 43607
Phone: (419) 382-2280 Fax: (419) 407-5424 www.academyofeducationalexcellence.org

## SCHOOL POLICY ON FUBLIC RECORDS

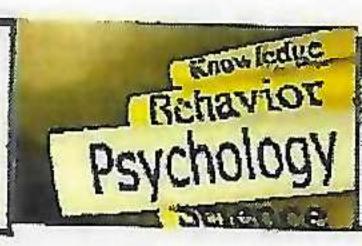
- 1. Any person may inspect or obtain copies of public records maintained by the school during regular business hours of the office.
- 2. No student directory information will be provided to anyone for use in a profit-making activity.
- 3. The school's fee for providing copies of public records is \_\_\_\_ per page, which must be paid prior to obtaining the copies.
- 4. If the school denies a request for inspection or copies of public records, the school will provide the requestor an explanation for the denial. The explanation will be provided in writing to the requestor. The requestor can always address his/her petition through the Secretary of the Governing Authority, who will determine procedure to follow.
- 5. Except as required by federal or state law, a request for public records does not need to be submitted in writing, or disclose the requestor's identity: however, submitting a request in writing and identifying the requestor frequently makes it more likely that the school will be able to identify, locate, and deliver the public records being requested.
- 6. If the school is unable to satisfy a request for public records because the request is ambiguous, overbroad, or fails to reasonably identify what public records are being requested, the school may deny the request and explain the requestor the manner in which the school maintains and accesses its records.
- 7. This policy is a general description of the Public Record Policy adopted by Governing Authority.

















Special Education
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