

ANN JERKINS-HARRIS



2023-2024

**AJHAE: SCHOOL POLICY ON PUBLIC RECORDS  
2023-2024**

**ANN JERKINS HARRIS ACADEMY OF EXCELLENCE  
AS APPROVED BY THE AJHAE GOVERNING AUTHORITY ON AUGUST 20, 2022.  
REVIEWED AND UPDATED AUGUST 19<sup>TH</sup>, 2023**

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# ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE

OFFICE OF THE DIRECTOR OF SPECIAL SERVICES  
REGULATORY AFFAIRS

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## SCHOOL POLICY ON PUBLIC 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 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.

