

Jackson County School District 9

Code: **KBA-AR**
Adopted: 11/14/01
Readopted: 8/10/05, 9/09/09

Public Records Request/Student Education Records

It is not uncommon for a District to receive a request to inspect or receive a copy of a public record. School districts must recognize there are multiple statutes that govern district policies and procedures for complying with such a request. **Public records include student education records and **employee records.*

The following procedure pertains to requests for education records made by a parent/guardian, former student, advocate, attorney, or member of the general public. Requests, which may be received at the school and/or district office, are time sensitive and must be acted on promptly. Legal references for you to check prior to responding to a request for education records under the public records law include; Board Policies KBA and KBA-AR, IGBAB/JO-AR, JO/IGBAB-AR and OAR 581-021-0280-0290, ORS 192.430-440.

Step:

1. Requests received are to be in writing and time stamped. (district form) The 45 calendar day timeline is in effect from the date the request is received.
2. Requests received at the school will be promptly forwarded by the principal to the superintendent/designee.
3. Requests received at the district office will be promptly forwarded to the superintendent/designee.
4. The superintendent/designee will contact legal counsel as appropriate.
5. The district response, as per ORS 192.440, is written and sent to the person making the request. This letter will be written from the district or the school as determined by the superintendent/designee.
6. The superintendent/designee will convene a meeting involving the relevant staff to develop a plan for complying with the request. Roles and responsibilities for collating, assembling, organizing, copying, reviewing and mailing the documents will be assigned.
7. A copy of the entire packet of documents will be made for the person making the request, the District, and district legal counsel.

**The student records OAR is more restrictive than the general public records provision. The student records statute limits the fee structure to include charging only for staff time to copy records (which would include assembling, collating, organizing). No staff overtime charge is allowed. General public records requests do not include voice messages. Student records requests would require we produce copies of voice mail recordings, or at the least, a transcript of the recording. These would have to be "directly related to the student" and something we have maintained.*

****Contact the Director of Human Resources promptly with requests to inspect or receive copies of employee records.**

JACKSON COUNTY SCHOOL DISTRICT 9
PUBLIC RECORDS REQUEST FOR STUDENT EDUCATION RECORDS

Name of person making the request _____

Mailing address _____

Street/P.O. Box

City and State

Zip Code

Phone _____

Name of student records pertain to _____

School attending _____

Last date attending in our district _____

List the specific records you are requesting:

Signature of person making the request

Date

Received by

Date