

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 771 - COPIES – REQUEST FOR

Requests for copies of records or contents of files or other qualified material will be met in a timely fashion (within the constraints of state or federal statutes and guidelines). The District is to be reimbursed for this service at a rate of \$0.20 per copy.

A copy is defined as the reproduction on one side of one piece of paper. Reproduction of information on both the front and back of a piece of paper will be considered as two (2) copies for the purpose of determining the cost of the service. The amount per copy charged to each citizen requesting public information will be determined yearly.

Requests for copies should be made using the Request for Copies form (Exhibit 1). This form will serve as a record of payment. Payment for this service is due at the time the copies are provided. Money collected for this service shall be receipted and sent to the District Business Office for deposit in the General Fund.

Request of student transcripts will be provided at the District's expense. Copies of student's records will be provided without charge to schools enrolling students who have transferred from the District.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 771 Copies - Request For
Exhibit 1, Request for Copies

LEGAL REFERENCE: