

**SCHOOL DISTRICT OF NEW LONDON**  
**PUBLIC RECORDS NOTICE AND FEE SCHEDULE**

The School District of New London is a unified public school district providing education to students in grades 4K through 12. The School Board, consisting of seven members is the governing body of the District. Individual members of the School Board are elected or appointed to their office per state statutes.

The District's schools are comprised of the following:

1. Four elementary schools:

Lincoln Elementary  
201 East Washington Street  
New London, WI 54961  
982-8540

Parkview Elementary  
1300 Werner-Allen Road  
New London, WI 54961  
982-8538

Sugar Bush Elementary  
W10736 Cty. Rd. WW  
New London, WI 54961  
715-752-4135

Readfield Elementary  
E9177 Hwy. 96, P.O. Box 40  
Readfield, WI 54969  
920-667-4265

2. One intermediate/middle school:

New London Intermediate/Middle School  
1000 West Washington Street  
New London, WI 54961  
982-8532

3. One high school:

New London High School  
1700 Klatt Road  
New London, WI 54961  
982-8420

4. One charter school:

Catalyst Academy  
709 South Shawano Street  
New London, WI 54961  
982-8686

Administrative, the District is organized into the following divisions:

1. Business Services
2. Teaching and Learning
3. Pupil Services
4. Personnel Services

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual Board members

2. Officers of the School Board
3. District Administrator
4. Director of Business and Human Resource Services
5. Director of Teaching and learning
6. Director of Pupil Services
7. Principals
8. Assistant Principals

The District Administrator serves as the legal custodian of records for the following school district authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. The officers of the Board (President, Vice President, Clerk, Treasurer).
4. Individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual members of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The Director of Business Services will serve as a deputy custodian of records in the event that the District Administrator is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each building principal employed by the District will serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s). Director of Pupil Services will serve as custodian to behavioral files regarding special education.

For a review of behavioral files, the district will need to have a professional available to interpret results of documents under review.

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administration Office, which are Monday through Friday from 7:30 a.m.-3:30 p.m., except for holidays and such other exceptions as may be established in connection with the school calendar. Such requests may be made to:

District Administrator  
School District of New London  
District Administration Building  
901 West Washington Street  
New London, WI 54961

All requests must be reasonably specific as to the subject matter and the time period of the records covered by the request.

All requests will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

## **FEE SCHEDULE APPLICABLE TO REQUESTS FOR ACCESS TO PUBLIC RECORDS**

The following fees are authorized to be charged to persons who request to inspect or copy the records of a District authority to the extent such request is submitted, or responded to, under the Wisconsin Public Records Law:

1. Fifteen cents per side of a page for each paper copy that is made of any standard-size paper records. Separate charges, not to exceed the actual, necessary and direct costs, may apply for issuing copies of photographs, electronic records, records which require transcription, or other specialized records;
2. The actual, necessary and direct cost of photographing and photographic processing for providing a photograph of a record, when the record does not permit standard copying;
3. There will be no charge for costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost will be imposed upon the requestor; and
4. If records are mailed to the requestor, the actual, necessary and direct postage/shipping costs.

Prepayment of authorized fees may be required for any request where the total fees exceed \$5.

In a situation where any fees differing from the fees identified in this Notice are established by law, or are authorized to be established by law, those other fees may be charged.

Requestors will make checks for fees payable to:

School District of New London  
District Administration Building  
901 West Washington Street  
New London, WI 54961

## **SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY-IDENTIFIABLE TO A STUDENT**

A parent, guardian, or adult student who, pursuant to applicable state or federal law, wishes to inspect or copy personally-identifiable student records maintained by the District should submit such requests to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to the Director of Pupil Services, except that requests for a copy of an individual's own high school transcript should be submitted to the High School Counseling Office. For more information regarding student records and accessing student records, see the District's student records policies and the student handbook. Fees other than those fees applicable to access to public records may apply to requests for student records.