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Copying Fees for School District Records

Requests for copies of school district records shall be subject to applicable copying fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 5 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 20 pages; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual cost of making the copies available. Actual costs may include the cost of copy paper, toner, copy machine rental, tape, diskette, CD, DVD, other equipment or material costs, computer run time, any necessary analysis and programming, production of a report in the form furnished to the requester, and a reasonable labor charge for staff time of school district employees involved in locating the public records, making copies, and returning the public records to the proper files. The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 5 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 20 pages; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: October 14, 2013

Revised on: _____

Reviewed on: _____