

Records approved for release may be duplicated and furnished to authorized individuals or organizations upon payment of set fees to be established by the superintendent. Care will be taken that only those records approved for release are furnished.

The records listed below may be duplicated and furnished to individuals and organizations at the listed fee. All fees will be collected in advance. Fees received shall be abated to the general fund.

All fees will be subject to the prevailing rate at the time of request

DESCRIPTION

1. Transcripts
 - (a) Senior Students
First three free
 - (b) Graduates
2. Driver Instruction Certificates
 - (a) Students
 - (b) Graduates
3. Official School or District Records
 - (a) Employee request for instructional use
 - (b) Employee request for personal use
 - (c) Public requests

Board of Trustees

June 1, 1978

Revised: December 22, 1980

Revised: February 12, 1987

Revised: January 16, 1990

Reviewed: September 1993

Revised: May 1996

Revised: July 2000

Revised: August 2008

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